How to View the Electronic Student Folder from the Advisee Listing in Webcat

Most student documents currently maintained by the Registrar’s Office are now available electronically through Webcat. This folder includes documents such as the student’s photo, mid-semester progress reports, grade reports, change of major, credit evaluation, high school transcript, and college transcript.

Follow these steps to find a student’s electronic folder:

1. Log into the USNH Enterprise VPN
   a. Go to the URL http://www.usnhgateway.org/ and click the Access the USNH Enterprise VPN here link
   b. Enter your Exchange/AD username and password to log into the VPN
2. Log into Blackboard

3. Click the Webcat/Services tab

4. In the UNH – Access Webcat section, click the Continue button
5. Click the Faculty Services tab

6. Select Advisor Menu
7. Select Advisee Listing

8. Select the student’s name
9. Select Student Documents or Admissions Documents from the links at the bottom of the screen

10. Select the document description to view the document you would like to see
11. A list of available documents for that document type appears. Select the appropriate document to view.

12. Another browser window will appear with the document.

13. When you are done reviewing that document, close the browser window and return to the list of available documents.

14. Select another document to view

--OR--

Click the back button on the browser to return to the list of document types