How to View the Electronic Student Folder 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/](http://www.usnhgateway.org/) and click the Access the USNH Enterprise VPN here link

2. 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 Student Documents (to see photo, grade reports, admissions documents [available after R+30], etc.)

   --OR--

   Select Admissions Documents (useful during transfer or summer advising, to see the high school transcript, college transcript, or credit evaluation)
7. Select a student

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

![Document List](image1.png)

10. Another browser window will appear with the document.

![Document Preview](image2.png)

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

![Keyboard Close](image3.png)

12. Select another document to view

   --OR--

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