Edit your Parent Portal Account Information

After you have activated your Parent Portal account, you may edit some account information, such as your first name, last name and e-mail address. You may also modify your choice to receive Special University approved mailings regarding events and programs. Use the steps below.

1. Point your browser to MyUNH/Blackboard at https://blackboard.unh.edu/

2. Locate the Login Here box, and click the Login button.

3. You will see the Single Sign-On screen.

4. Enter your Parent Portal Username. Then press the Tab key and enter your permanent Password. Passwords are case-sensitive. Then click the Login button.

5. You will see the UNH Parent tab. On this screen may appear a number of informational boxes.

6. Look for the UNH – Parent Portal Services box. You should see a “Hello” greeting with your first name and a list of services your student has granted you. At the bottom of the box, follow the instructions in Click here or use the pencil icon to edit your information. The pencil icon is located at the upper right of the box.
7. You will see the **Customize UNH – Parent Portal Services** screen:

8. Under **Edit Your Info**, make the changes you wish, and click the **Submit** button.

9. You will see a confirmation message that your account was successfully updated. No confirmation e-mail will be sent to you or your student.

10. Click the **OK** button. You will be returned to the **UNH Parent** tab.