UNH Parent Portal – Help for Students

Setting up a parent account

1. Login to Blackboard at https://blackboard.unh.edu
2. Click the UNH tab, then click the Webcat/Services sub-tab.
3. Locate the UNH – Parent Portal Set-up module, and click the Continue button.
4. On the initial Parent Portal screen, click the Add button to add a parent account.
5. On the Parent Info screen, enter your parent information.

- **Username** will be filled in automatically based on your own UNH username plus the parent First Name. You may not edit the Username.
- **Telephone and Student City of Birth**
  - These two fields are used when your parent activates or reactivates an account or when they recover a forgotten username or password.
  - Your parent must match the information you have entered. **Note the following:**
    - Case is irrelevant
    - Certain punctuation is ignored (dashes, apostrophes, periods, commas, parentheses)
    - Spaces are valid characters that must match
    - Beware - “Mt Auburn” does not match “Mount Auburn”
6. Click the Next button to continue.
7. Read the Terms and Conditions of Use screen.

8. Click all the check boxes to accept the terms, then click the Next button to continue. Note: this is required in order to set up a parent account.

9. You will see a message indicating a confirming e-mail has been sent to you and your parent (Subject: “Parent Account Created”). Click the OK button.

10. You will be returned to the initial Parent Portal screen to view or edit the parent account you just created.

11. If you want to create a new account, click the Add button again. If you are done, click on a Blackboard tab or log out.

12. Next steps:
   - Parent should receive an e-mail message (“Parent Account Created”) containing instructions on how to activate their account.
   - Parent must activate his or her account in order to access the Parent Portal. This should be done within 30 days of the e-mail.
   - After parent activates account, parent must login to the UNH portal on the MyUNH tab as all other users do. Parent will then see the UNH Parent tab, which contains links to the Parent Portal services you have set up.
   - To learn about parent account status codes, refer to About Status Codes.