UNH Parent Portal – Help for Students

Viewing and editing a parent account

1. Login to Blackboard at http://blackboard.unh.edu
2. Click the UNH tab and then click Webcat/Student Services subtab.
3. Locate the UNH – Parent Portal Setup module, and click the Continue button.
4. On the initial screen, you will see the parent accounts you have created.
5. If you only want to view, and are finished, simply click on a tab in Blackboard to leave the Parent Portal.
6. To edit a parent record, click the Modify button next to that record.
7. You will see the Parent Edit screen.
8. Under **Edit Parent Info**:

- You may change the parent name and email, but not the parent username.
- To add or remove a service, check or uncheck the appropriate checkbox.
- Changing information in this section will generate an email to you and your parent confirming simply that the record was modified.

9. Under **Account Status**:

- **Current Status** shows the current status of your parent’s account.
- **Change Status** allows you to change the status. Options are based on the current status. Click on a radio button to choose.
- Refer to Help Topic **About Status Codes** for further explanation.

10. Under **Change Critical Info**:

- You may edit the **Parent Telephone** or (your) **Student City of Birth**.
- Be aware that the parent must enter this information for authenticating when activating or reactivating an account or when recovering a forgotten username or password. He or she may need to be aware of the change.

11. To cancel your changes, click the **Cancel** button. You will be returned to the initial **Parent Portal** screen to view or add accounts.

12. To submit your changes, click the **Submit** button.

13. You will see a message indicating a confirming email has been sent to you and your parent.

14. Click the **OK** button.

You will be returned to the initial **Parent Portal** screen.
If you are done, click on a Blackboard tab or log out.

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