Setting up a parent account

- Students log in to Webcat via the student portal - https://my.unh.edu/
- On the Parent Portal drop-down select Add/Manager Users.

You must agree to the terms and conditions of usage by clicking the I Agree to the Terms and Conditions button.

On the initial Add / Manage Users screen, click Add User.

NOTE: There are 2 steps to complete to add a user; you must complete both to create an active Parent Portal user.
**Step One:** In the Add a User section of the screen - enter your parent’s information, then click the Next Step button.

![Add a User](image)

Both steps must be completed.

1) Enter name and email.
2) Set up Authorizations. Expand the new user, then select the Authorization tab to define user access.

* - indicates a required field.

- **First Name**
- **Last Name**
- **E-mail Address**
- **Verify E-mail Address**

**Next step**

**Add / Manage Users**

- A new user has been successfully added.

**User List**

**Step Two:** Click Expand [Your User’s Name] and select the Authorization tab to indicate the pages you want your Parent Portal user to access.
At this point you have setup a Parent Portal user. Parent Portal users will receive an email message from noreply@unh.edu [Subject: UNH – New Parent Portal Account] with instructions on how to activate their account. Users have 30 days to activate the account. Once activated, users log in to Parent Portal via https://www.unh.edu/parentportal.

Students may view history of authorizations through the History tab and may view email history or resend parent emails through the Communications tab.

Need more help?
UNH IT Service Desk  603-862-4242