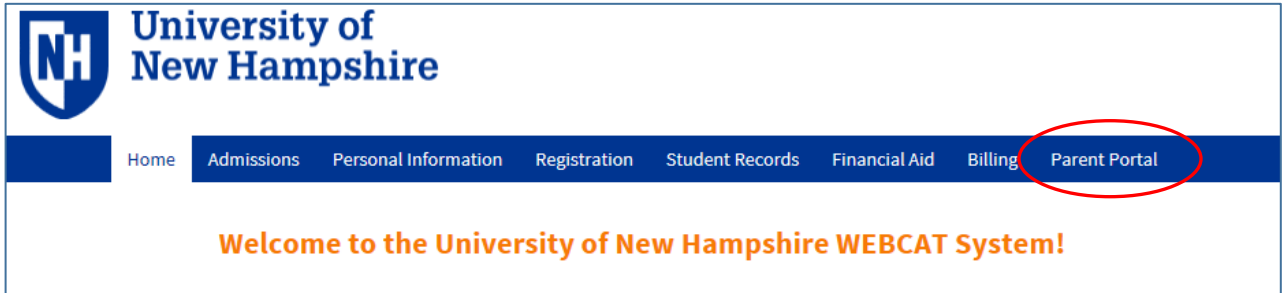


## Setting up a parent account

- Students log in to [Webcat](https://my.unh.edu/) 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.

1. In order to use this website to engage in transactions with the University of New Hampshire (UNH), you must accept this Terms and Conditions of Use.

2. **Privacy Statement.** Any information that you submit to UNH through this website may be used in accordance with the [The University of New Hampshire E-Commerce Information Usage Statement](#). By using this website, you acknowledge and agree that UNH may so use any information that you submit.

3. **Student Authorization for Disclosure to Third Parties.** Third parties may use this website to access certain information that is part of a student's educational records (including information relating to financial accounts with UNH) only to the extent the student authorizes such access. By using this website to access a student's records, you acknowledge and agree that your access to such information via this website (a) is limited as directed by the applicable student, and (b) may be modified or revoked by the applicable student at any time. Students authorize specific access to separate components of their records. (For example, if a student grants access to financial records only, you will not have access to student grades.)

4. **User Responsibilities.** Your use of this website is conditioned upon your acceptance of certain responsibilities in relation to the privacy and maintenance of student personal information. These responsibilities are to:

- Maintain the confidentiality of any secure usernames and passwords issued to you. Parents/guests should never log in with their student's username/password because accounts are locked when suspicious activity, such as concurrent logins from two locations, is detected;
- Update your contact and personal information after any change;
- Use this website only for legal purposes, and to refrain from any attempt to access, destroy or modify data unless you are authorized to do so.
- Provide correctly verified documentation to the institution where requested;
- Abide by the "Tips for Secure Transactions" provided in the University of New Hampshire E-Commerce Information Usage Statement.

5. **Notification of Privacy Breach.** If you have reason to believe that a third party has obtained unauthorized access to any student's financial or educational records, you should immediately notify the UNH IT Service Desk at (603)862-4242, and provide all relevant details. The Service Desk staff will arrange for your concerns to be investigated as soon as possible.

6. **Amendment.** These Terms and Conditions of Use (including the University of New Hampshire E-Commerce Information Usage Statement) may be amended by UNH at any time by posting the amended documentation on the applicable website. Your continued use of this website will constitute acceptance of any amendment. In addition to the University of New Hampshire E-Commerce Information Usage Statement, certain services on or accessible from this website have their own terms or conditions that will govern your use of such services. These also form a part of the Terms and Conditions of Use and govern your use of such services. UNH reserves the right to grant or deny access to this website to any person at any time.

7. **No Guarantee of Access.** Although UNH strives to provide access to student information via this website at all times, technical difficulties, including those beyond our control, may make such access temporarily unavailable. As a result, continuous, uninterrupted access to this website cannot be guaranteed. UNH is not liable for any damages to your personal equipment incurred when connected to this website.

**I agree to the Terms and Conditions**

- 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

This page allows you to add parent access to selected student data. Anyone with an email address can be added.

**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\***

## 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.

 [Expand Elizabeth Test-Account](#)

## Add / Manage Users

✓ A new user has been successfully added.

### User List

This page allows you to add parent access to selected student data. Anyone with an email address can be added.

**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.**

▼ Collapse Elizabeth Test-Account

Profile Authorization History Communication

### Page Authorization

Select the information pages the user should be able to access. Once authorized, the user will be able to view these pages after logging in.

- Items Check to Select or Deselect ALL items below.
- Account Summary
  - Final Grades
  - Financial Aid Award by Aid Year
  - Financial Aid Eligibility

- At this point you have setup a Parent Portal user. Parent Portal users will receive an email message from [noreply@unh.edu](mailto: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