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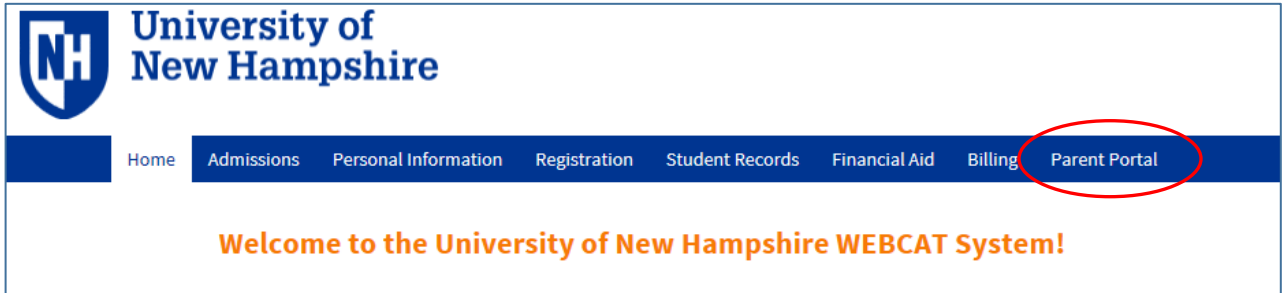
- You must agree to the terms and conditions of usage by clicking the **I Agree to the Terms and Conditions** button.

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

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* [   ]

[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.

▶ 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 [*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