



# Parent Portal Setup



University of  
New Hampshire

# Setting Up Parent Portal

- Students can authorize parents or other users to have access to their account details, financial aid package, grades, etc.
- Parent Portal access gives our office permission to speak with the authorized users about details of a student account and billing information





# Setting Up Parent Portal

1. Log into Webcat
2. Under the Parent Portal tab, select Add/Manage Users



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Sign Out | Help



Find a page...

Home

Admissions

Personal Information

Registration

Student Records

WebTailor Administration

Financial Aid

Billing

Parent Portal

Add / Manage Users

Global Proxy Access

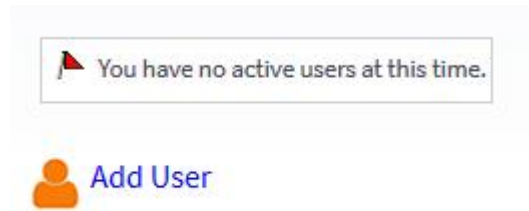
Welcome to the University of New Hampshire WEBCAT System!



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## 3. Choose “Add User”



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4. Enter the person's name and email that you would like to authorize on your account

\* - indicates a required field.

**First Name\***

**Last Name\***

**E-mail Address\***

**Verify E-mail Address\***



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5. Choose Expand next to the name

▶ Expand

6. Under the Authorization tab, check whichever boxes you are authorizing

▼ Collapse



## 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
- Academic Summary (degree information, academic standing, cumulative & semester GPA, semester final grades)
- Financial Aid Award by Aid Year
- Financial Aid Eligibility



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7. That person will get an email with further instructions to set up their account
8. Our office will see them authorized on the student account immediately



# Setting Up Parent Portal

9. Students can also remove users here at any time

## User Profile

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\* - indicates a required field.

**Relationship\*** Parent, Legal Guardian or Other ▾

**Description** Parent

**Start Date (MM/DD/YYYY)\*** 01/30/2020

**Stop Date (MM/DD/YYYY)\*** 01/10/2104



Reset Password



Delete User Relationship

