FAMILY/GROUP ACCOUNT SETUP

Follow the steps below on how to create a new family/group account.

- Go to https://learnforlife.unh.edu click on the **Login** in the top right corner. Click on **Family/Group Login**.
  Mobile Devices: Log In will be in the blue banner with three lines for a drop down menu.

- Fill in First & Last Name, Email address, and a user name creation (see below). *Note: This information should be the administrator of the account.*
  Mobile Device: scroll down to "Create a New Family Account".

- Click on **Create Account**

- On the Family Contact Information page, fill in phone number and address. Note: the display name under the "Family Group Name" is editable.
  Mobile Device: you'll see a list menu with a " + " at the end. Click on each menu item "Telephone/Fax" to fill in your information.

- Once all information is filled in, click **Continue** at the bottom of the page.
  Note: The email address provided for the family contact will receive an email with a link to create a password for the new account. You may want to complete this step before moving forward.

- Under the Manage Members page, click **Add A Member**, to add yourself, spouse, children, or members to the family/group account.

- Next step, you can invite an existing student account to the family account _or_ create a new student account who does not have an account already.

- If you select **Invite a Family Member**, continue following the below steps. If you selected **Add a Family Member**, go to page 4 for more instructions.

INVITE A FAMILY MEMBER SETUP

- When selecting **Invite a Family Member**, a pop up with appear to enter the user name of that account. *Note: User Name and Password can be retrieved at the log in page with the "Forgot User Name", "Forgot Password" links.*

- Click **Invite Family Member**. A pop-up window will confirm the invitation was sent to the email address on file for that student account.

- Go to the email inviting the student and use the '**log into your account**' link within the email.

- Log into the **individual student** account with the correct username and password (not the family account).
  Note: If you had to reset the password for the student account. You may need to click on the originally link in the invite email again to see next step.

- Once logged in student account, a pop-up confirmation appears to indicate the student was added to the family account.

- To see the new added student, log out of student account and log back into family/group account to see them listed under your Manage Members page.

ADD A FAMILY MEMBER SETUP

- After selecting **Add a Family Member**, the email address, phone number and address will copy from the family account. Fill in the First Name, Last Name (if different), Gender, and Date of Birth (you can use the calendar field or type in the date in the box) for the student you are adding.
  Mobile Device: you'll see a list menu with a + at the end. Click on Personal Information.

- If you need to change any phone numbers or email address, just uncheck the box next to 'Use Billing Contact' and fill in the information.

Contact Information

Personal Information

First Name:*

Joe

Last Name:*

Smith

Gender:*

○ F   ● M

Date of Birth (mm/dd/yyyy):*

Jan/01/2000

Email Address

☑se Billing Contact Email: joesmith@unknown.com

Telephone / Fax

☑se Billing Contact Telephone: (603) 555-5555

Address

☑se Billing Contact Address: 1 Lane Road, Durham, NH, 03824, USA

Cancel   SAVE

- Click **Save** at the bottom of the page when done.

- The created account will now appear on your 'Manage Member' list. Click **Add A Member** to add additional people to your group.