

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".



Family Login

I have a Family Account already

Log in using your existing Family Account contact information. These credentials will differ from any student user name or password that you may also hold.

User Name (case sensitive): [Forgot User Name](#)

Password must be a minimum of seven (7) characters and contain both alpha and numeric characters. (case sensitive):

[Forgot Password](#)

LOG IN

Create a New Family Account

Create a new Family Account by entering information below for one of the parents or guardians for this family. You will be able to add additional family contacts and children in a later step. The user name and password that you choose here will be specific to your Family Account and may differ from any student user name or password that you may also hold.

Family Contact First Name:

Family Contact Last Name:

Family Contact Email Address:

Choose a User Name:

CREATE 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.



Family Portal ▾ Programs ▾ Search Programs Info & How To ▾ Contact Us ▾

Family Members

My Profile
Manage Members
Academic History
New Application
Application Status
Account History

No members found.

ADD A MEMBER

Smith Family (G000228)
Family Contact: Joe Smith

- 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.

Add a Member

If your family member has an existing student account, you can invite them to join your Family Group.

INVITE A FAMILY MEMBER

Create a new student account and add them to your Family Group.

ADD A FAMILY MEMBER

Close

INVITE A FAMILY MEMBER SETUP

- When selecting **Invite a Family Member**, a pop up will 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:*

Last Name:*

Gender:*
 F M

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

Email Address


Use Billing Contact Email: joesmith@unknown.com

Telephone / Fax

Use Billing Contact Telephone: (603) 555-5555

Address

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



- 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.