



## Creating Your myNEU Parent Portal

1. Go to [myneu.neu.edu](http://myneu.neu.edu) and click on “How do I get a myNEU username and password?”
2. **Request an account** under the “Parent/Guardians” section.

**Note:** You must “accept” the terms of the **Family Educational Rights and Privacy Act (FERPA)**, which is explained by clicking on its title, to request the account. **You will need your student’s full name, date of birth, permanent zip code, NEU e-mail address and the last four digits of the student’s social security number.**

3. Complete all needed information in this section and **submit your request**. You will receive an email confirmation of your submission.
4. **Your student will be alerted** of your request via their myNEU account and may grant you **access** to their billing and transcript information. Access to general news and information is granted with the creation of the Portal account.
5. Your student will then **confirm the access granted** and **create a “passphrase” that you will need to create your account.**
6. After your **student confirms your access** you will receive an email that will contain an **access code** that is needed, along with the **passphrase**, to **create your account**. Complete your account creation by logging back into [myneu.neu.edu](http://myneu.neu.edu) and clicking on “How to I get a myNEU username and password?”
7. **Click on “Create an account” and create and confirm your username and password.** Now you will be on your way to enjoying all the myNEU Parent Portal has to offer.

**Please note** that your student, due to FERPA regulations, has full control of your access to the Parent Portal. At any time your student may change the status of your access to personal services. If you have questions as to why your student may have denied you access, please address this with your student.

If you have any questions about opening an account, please email [parents@neu.edu](mailto:parents@neu.edu).