Setting up your high school- / college-age child as a care provider on WATCH portal

1. From the WATCH portal, select “Sponsor a Household Member” from the navigation panel on the left and click on the XID link (highlighted below) to obtain a Harvard ID for your household member.

2. On the XID site, click on the Key next to “Existing or New XID Users Enter Here.” Then, from the Main Menu page, click on “Register for a New XID Account.”
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3. On the next page, enter the requested information (name and email) for your child, and then click Register. The email address should be your child’s non-Harvard email address, not your Harvard email address.
   a. You can create a Login ID for your child or check the box for “Please use my email address as my login id,” which will use the provided email as their login.

4. A welcome email will be sent to your child’s email with instructions on activating their account:

5. Click on the Activate XID link in the welcome email. When prompted, enter the temporary secret key from the email, as highlighted above.
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6. Choose a personal challenge question and password for your child’s XID account:

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Set Password
Your password challenge and response are used when you wish to reset your password. You will be
prompted with the challenge that you enter below and expected to answer with the response that you
are providing.
The password that you enter here will act as your personal XID password. You will use this to
authenticate yourself on the intermediary login page whenever you attempt to access a web site that
requires you to login.
Please note that these fields are case sensitive, so you will need to remember exactly how you
entered these values.

Personal Challenge & Response Guidelines

Enter a personal challenge:
(Example: What’s the name of my favorite food and the name of my favorite vacation spot?)

Enter a response to your personal challenge:

Confirm your response:

Enter your new password:
Confirm your new password:

Submit  Reset
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7. Your child’s XID account is now active, but it may take a few hours before WATCH portal will recognize it. Their XID is the Login ID you provided in step 3 (or the email address you provided, if you checked the box to make that their Login ID).

8. The next step is to return to WATCH and log in as yourself. Select “Sponsor a Household Member” page. Click the “Add a Sponsored Household Member” link.
9. Enter the newly-created XID for your child, and choose Caregiver as the “Type”. *Ignore the extra XID ID Number field*, and press Save.

10. At this point, your son/daughter can log in to WATCH portal by selecting the login link on the main page, selecting the XID tab on the HarvardKey form, and entering their new XID and password. They can now create their profile, post their resume, and search for jobs.