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.
6. Choose a personal challenge question and password for your child’s XID account:

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.
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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.

![Create Sponsored User](image1)

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.

![Please Log In](image2)