

# The Creighton NEST

(Nearly Every Student Transaction)

<https://thenest.creighton.edu>



## Student Log On to the NEST:

1. Type in the web address above.
  2. Click on **“Student/Faculty Login”**
  3. Enter your **NET ID (USER ID)**, this can be found on your ID card (3 letters & 5 numbers, i.e. AAA33333)
  4. Enter your **BLUE Password**
- **FOR FIRST TIME USERS:** If you haven't already activated your BLUE password, you will need to activate your account before you can access JaySpace, CUmial, or the NEST web sites. To activate your account you will need the Welcome letter or email sent to you from the Admissions Office. This letter will contain your NetID and the one-time activation password, as well as instruction for activating your account. Once you have activated your BLUE Password, you can follow the instructions above to log on your NEST account.
- **PLEASE NOTE:** If you have problems with your BLUE Password, contact the DOIT Helpdesk, (402) 280-1111 for assistance or visit their web site (<http://www.creighton.edu/doit/accounts/bluepassword/index.php>) for more information. You may reset your own password by going to the AMI web site (<https://ami.creighton.edu/>), click on "Reset BLUE Password", and follow the instructions.



## Authorizing your Parent, Guardian or Others to Make a Payment or Access Information on your Behalf:

1. Once you Login to the **NEST** and are at the Main Menu, click on **“Student Accounts”**.
2. Click on **“Authorize your Parent or Others to View your Information”**.
3. Click on the appropriate check box to authorize access for each Authorized User. If you do not check a box, the Authorized User will not have access to that information. Repeat process by clicking on **“Add New User”** for each individual you wish to make an Authorized User.
4. Each Authorized User will receive a confirmation e-mail with their own User ID, temporary password, and web site link to access your information so you will not have to give anyone your personal BLUE password.
5. Authorized Users can also access the NEST at: <https://thenest.creighton.edu>  
The Authorize Users web site has a different main menu than the student NEST web site and is slightly easier to navigate through.

### IMPORTANT!!

- In keeping with the Family Educational Rights and Privacy Act (FERPA), the Business Office will not discuss a student's account with anyone except the student or Authorized User.
- Creighton University Tuition and Fee Billing Statements are available only online through the NEST. In order to insure that the person responsible for making payment has access to the billing statement, students must complete the Authorized User process.



## Viewing eBill and Making Tuition Payments On-line:

1. Login to the **NEST** and at the Main Menu click on “**Student Accounts**”.
  2. Click on “**View Account Information, eBills and Pay Tuition Online**” -- this will take you to the “Message Board” on your QuikPay secure website.
  3. **To View eBill:** Click on “**Current Statement**” or “**Statement History**”. You may print your billing statement by clicking on the **PDF** icon & then the **print** icon. You may also view the account by clicking on “**Account Status**”, which will show all of the account transactions as they update in “real time”.
- ❖ **Authorized Users** will click on “**View Account Information**” and then click on “**Click here to access this student’s account**” before proceeding to step 4.
4. **To Make a Payment Online:** Click on “**Make Payment**” on left hand side of “Message Board”. Enter **Payment Amount** you are paying, select **Payment Method**, and click “**Continue**” to enter your banking or credit card information and complete your payment transaction. You will receive a confirmation receipt when the transaction is completed, which you can print for your records.
- **PAYMENT OPTIONS AVAILABLE ON-LINE:**
1. **Electronic Check (eCheck):** Transfer funds directly from your checking or savings account. There are no additional service fees when using this option.
  2. **Credit Card:** Visa, MasterCard, Discover, or American Express may be used. A convenience fee of 2.75% will be charged by our third party vendor for each credit card transaction. The convenience charge is not refundable, even if the payment to which it relates to is cancelled, refunded, credited, or charged back. Credit card payments cannot be taken over the phone or through the Business Office.



## Sign Up for Direct Deposit for Refunds:

1. Students who have an overpayment and/or financial aid credit in excess of the charges on their student tuition account will be requested to sign up for direct deposit. Paper checks are printed only for an overpayment created by the application of a Federal PLUS loan. A refund check will be issued and mailed to the parent borrower.
  2. You must sign up for Direct Deposit at least 2 business days prior to any expected refund in order for the Direct Deposit to be activated. Once you are signed up for Direct Deposit, all future refunds will be directly deposited to the bank account you initiated unless you make changes to or cancel the Direct Deposit on your NEST web site. It is the student’s responsibility to make sure that all Direct Deposit information is kept up-to-date or it may result in a delay of your expected refund.
  3. Login to **NEST** and at the Main Menu click on “**Student Accounts**”.
  4. Click on “**Sign up for Direct Deposit Refunds**”
  5. Click on “**Start**” and enter your **Bank Routing Number**, your bank **Account Number**, the **Type** of account (checking or savings), and click on “**Submit**” to complete the process.
- **NOTE:** The Bank Routing Number can be found on the bottom left hand side of your checks and is the first set of nine numbers. If you do not have a checking account, contact your bank for the Routing Number information.



## Obtaining 1098-T Tax Information:

1. Login to the **NEST** and at the Main Menu click on “**Student Accounts**”
  2. Click on “**1098 Tax Info**”
  3. Enter a tax year
- **NOTE:** You will have access to this information for up to 1 year after graduating or leaving Creighton.