



[admissions.creighton.edu/jayspace](https://admissions.creighton.edu/jayspace)

## To access JaySpace follow these steps:

### Step One: Activating your account for the first time:

- 1) Go to <https://ami.creighton.edu>.
- 2) Click "Activate Account" from the menu.
- 3) Enter NetID, the one time password sent to you in a prior notification, and birthday.
- 4) Choose three questions and answers that will be used to reset your account in case you forget your password. Use memorable answers that are unlikely to change and difficult to guess.
- 5) Enter an alternate (non-Creighton) email address, and optionally a cell phone number capable of receiving text messages.
- 6) Create your password, following the password guidelines: use at least 8 characters, including special characters, upper and lower case letters, and numbers.
- 7) Your account will be activated and you will be informed of your Creighton email address.

### Step Two: Go to JaySpace

Go to [admissions.creighton.edu/jayspace](https://admissions.creighton.edu/jayspace)

### Step Three: Click on Admitted Student Login

You are asked to enter two things:

- 1) your User ID which is your NetID and
- 2) your password. Your JaySpace password will be the same password you use to access your Creighton e-mail account and NEST. Your User ID and password will be the same for anything you do in JaySpace, e-mail or the NEST.

### Step Four: You are now logged on to JaySpace

#### If you have trouble logging on:

If you have trouble logging on to JaySpace, the NEST or accessing your e-mail, contact the DoIT Service Desk at 402-280-1111, option 2.

## To Change your password:

**If you have forgotten your password** (after your initial login to JaySpace, the NEST or e-mail), go to AMI at <https://ami.creighton.edu>

Select *Reset Blue Password*, provide your NetID and answer the security questions. A reset code will be sent to the alternate email you provided when you activated your account. You will need to enter that code and you will then be able to choose a new password.

**If you want to change your password** (after your initial login to Jayspace, the NEST or e-mail), log into AMI at <https://ami.creighton.edu>

Select *Change Blue Password* and enter your new Blue password twice.

Your password must be a minimum of 8 characters in length and have three or more of the following: upper case; lower case; numbers; special characters (ex: \* # %). Passwords expire every 180 days.

## Your E-mail Account

Your Creighton e-mail account is waiting for you! This is a free service to all members of the Creighton community. Professors and offices at Creighton will use this account to contact you personally and send out official information, so be sure to use it regularly prior to arriving – daily when you are on campus!

*Starting now, all official notices concerning financial aid, roommates, and registration for classes will be sent to your Creighton e-mail account.*

## To access your account:

- Go to <https://cumail.creighton.edu>.
- Insert your NetID.
- Insert your password, which is the same password you are using to access JaySpace.



## online options for you

- Make your Deposit & Class Reservation in the [NEST](#)
- Meet your classmates—Join our social network
- Register for a regional reception
- Sign up for Admitted Student Days
- Join our Chat sessions
- Review your financial aid in the [NEST](#)
- Register for classes in the [NEST](#)
- Register for Summer Preview
- Buy your books
- Enter your required immunizations in the [NEST](#)