To activate your Creighton account for the first time, follow these steps:

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 Blue 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.

To Change your password:

If you have forgotten your Blue password (after you have activated your account), 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 Blue password (after you have activated your account), 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!

All official notices from Creighton, including but not limited to financial aid, registration for classes and your billing statements will be sent to your Creighton e-mail account.

To access your account:
• Go to https://cumail.creighton.edu.
• Insert your NetID.
• Insert your Blue password, which is the same password you are using to access NEST

If you have trouble logging on:

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

Remember: Your Blue password is the same for your NEST account and your email.