

Authorizing Parents and Others in NEST & TouchNet

Due to the Family Education Rights to Privacy Act (FERPA), the Creighton University Business Office cannot discuss or provide financial information to parents or others without the student's authorization.

Students must authorize parents or others in BOTH the NEST and TouchNet (Authorized User)- this requires two different authorizations by the student

Step 1-Instructions to set up Authorized User in the NEST

1. Login to <https://thenest.creighton.edu>
2. Click on "Student Accounts" tab on top of the page.
3. Select "Authorize Your Parent or Others to View Your Information" and fill out the form and submit.
4. Make sure you check the box "Financial Information", otherwise we will not be able to discuss your tuition costs or payments with your parent/other.
5. Each individual parent and/or other person must be added separately in order for the University to discuss your account with them

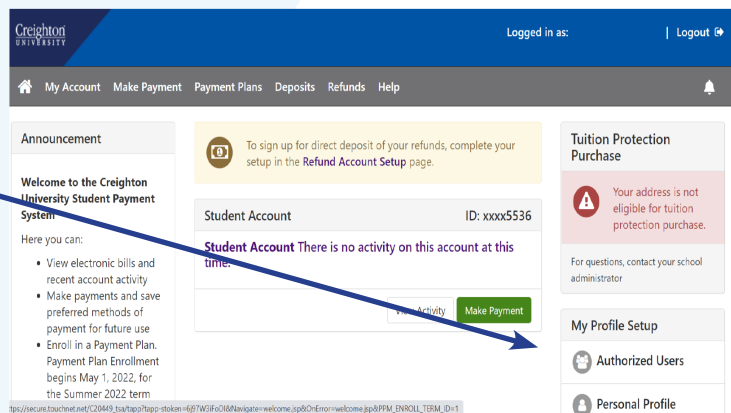
Step 2-Instructions to set up Authorized User in TouchNet Account

1. Student first need to login to <https://thenest.creighton.edu>
2. Select the "Student Accounts" tab on the top of the page
3. Select "Account Information."

Steps for Student: Invite an Authorized User to access your account

Parents or other student representatives must be granted access to the student information for the student; this is known as an Authorized User. The student must complete the steps below to create the Authorized User invitation. The Authorized User invitation is sent to the email address provided by the student and includes an embedded link that will direct the Authorized User to create their User Account and link them to the student. Once the Authorized User has linked to the student's account they will be able to make payments and enroll for a payment plan on the students' behalf. The student may have an unlimited number of Authorized Users.

Step 1: From the student welcome page click on the 'Authorized User' link.



Creighton UNIVERSITY

Logged in as: | Logout

My Account Make Payment Payment Plans Deposits Refunds Help

Announcement

Welcome to the Creighton University Student Payment System

Here you can:

- View electronic bills and recent account activity
- Make payments and save preferred methods of payment for future use
- Enroll in a Payment Plan. Payment Plan Enrollment begins May 1, 2022, for the Summer 2022 term

To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Student Account ID: xxx5536

Student Account There is no activity on this account at this time.

Activity Make Payment

Tuition Protection Purchase

Your address is not eligible for tuition protection purchase.

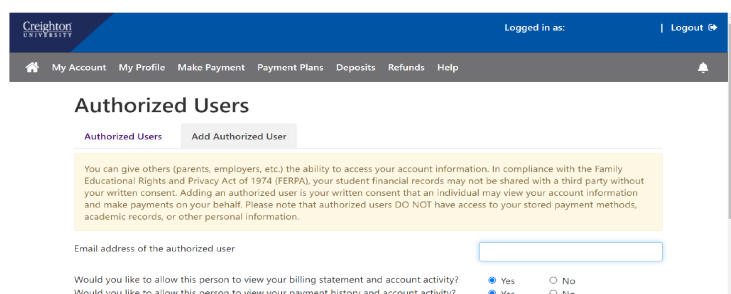
For questions, contact your school administrator

My Profile Setup

Authorized Users

Personal Profile

Step 2: Click on 'Authorized User' tab and enter the Authorized User's email address. Be sure to select the proper level of access for the Authorized User or they will not be able to view your account details. Click "Continue" to add an Authorized User and an email will be sent granting access.



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Authorized Users

Authorized Users Add Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user


Would you like to allow this person to view your billing statement and account activity? Yes No

Would you like to allow this person to view your payment history and account activity? Yes No

Steps for Parent/Others: Register as an Authorized User for your student

Before the Authorized User can access the student's information they must follow the steps below to register and link to the student's account. Once the Authorized User has created their Online Account Profile they may access their account any time by going to the Business Office webpage at creighton.edu/businessoffice.

Step 1: Click on the 'Link to Student Account Center' in the "You have been given access" email.



Creighton UNIVERSITY

Hello and welcome!

You have been granted online access to view billing information for the following account(s).
You can now make payments on behalf of this student, schedule, automate future payments, and more.
To access the student account, please log in using the site URL and username shown below. For security, we are sending the initial password for this account in a separate message.


[Link to Student Account Center](#)

Access Information

Student Name: Billy Bluejay
Username:

Thank you. If you need further assistance, please call us at 402-280-2707 or email us at studentaccounts@creighton.edu. We look forward to working with you.

Step 2: In the "Your access information" email, copy the 'Temporary Password' and paste into the password Payment Center homepage.



Creighton UNIVERSITY

Hello and welcome!

You have been granted online access to view billing information for the following account(s).
You can now make, schedule, and automate payments on behalf of this student.
Please log in using the URL & password shown below. For security, the other login information for this account is sent in a separate message.

[Link to Student Account Center](#)

Access Information

Student Name: Billy Bluejay
Temporary Password:
This password is only valid for the next 24 hours.

Thank you. If you need further assistance, please call us at 402-280-2707 or email us at studentaccounts@creighton.edu. We look forward to working with you.

Step 3: Complete the 'Authorized User Profile Set-up' and click 'Continue.'



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Authorized User Profile Setup

* Indicates required fields

* Full name

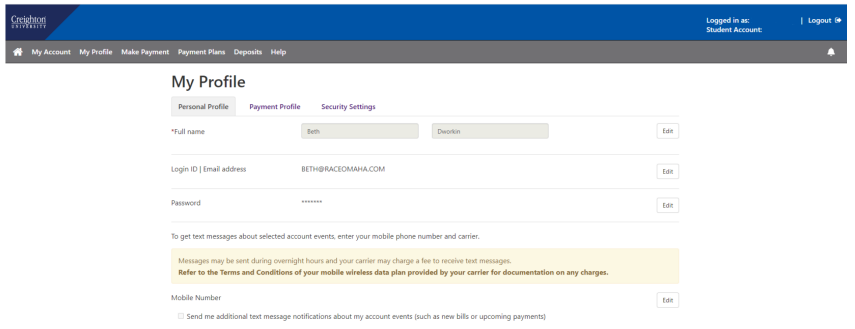
Password must be a minimum 7 characters and must contain at least one number or special character.

* Enter your new password

* Confirm your new password

[Cancel](#) [Continue](#)

Steps 4-6: Finish the process by filling out the 'Personal Profile,' 'Payment Profile,' and 'Security Settings' tabs.



Creighton UNIVERSITY Logged in as: Student Account Logout

[My Account](#) [My Profile](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Help](#)

My Profile

[Personal Profile](#) [Payment Profile](#) [Security Settings](#)

* Full name [Edit](#)

Login ID | Email address [Edit](#)

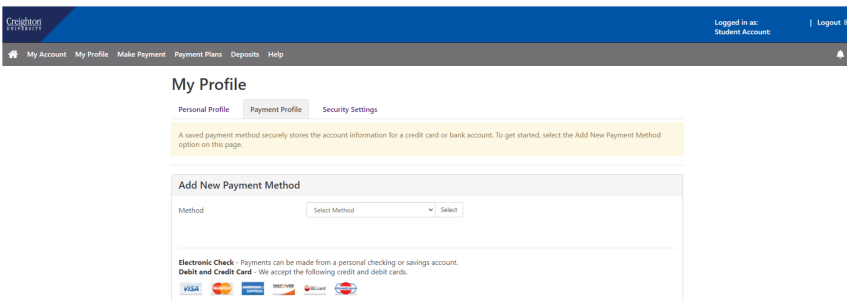
Password [Edit](#)

To get text messages about selected account events, enter your mobile phone number and carrier.

Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.
[Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.](#)

Mobile Number [Edit](#)

☐ Send me additional text message notifications about my account events (such as new bills or upcoming payments)



Creighton UNIVERSITY Logged in as: Student Account Logout

[My Account](#) [My Profile](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Help](#)

My Profile







[Personal Profile](#) [Payment Profile](#) [Security Settings](#)

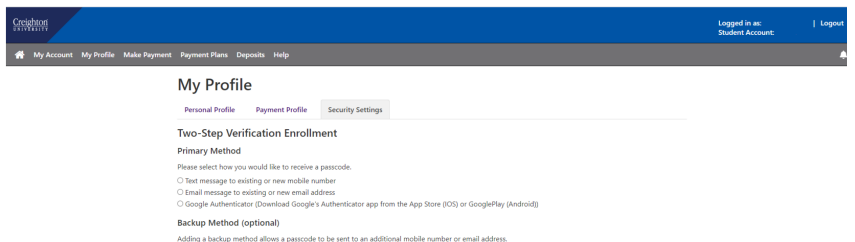
A saved payment method securely stores the account information for a credit card or bank account. To get started, select the Add New Payment Method option on this page.

Add New Payment Method

Method [Select](#)

Electronic Check - Payments can be made from a personal checking or savings account.
Debit and Credit Card - We accept the following credit and debit cards.



Creighton UNIVERSITY Logged in as: Student Account Logout

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My Profile

[Personal Profile](#) [Payment Profile](#) [Security Settings](#)

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

☐ Text message to existing or new mobile number

☐ Email message to existing or new email address

☐ Google Authenticator (Download Google's Authenticator app from the App Store (iOS) or GooglePlay (Android))

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.