

### **Activating your account:**

- 1) Go to <https://ami.creighton.edu>.
- 2) Click "Activate Account" from the menu.
- 3) Enter NetID, Activation Password, 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 your 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.

### **If you have trouble logging on:**

If you have trouble logging on to the NEST, 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 or the NEST), go to AMI at <https://ami.creighton.edu> and select *Reset Blue Password*, provide your NetID and answer the security questions. A reset code will be sent to the email address 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 or the NEST), log into AMI at <https://ami.creighton.edu> and select *Change Blue Password* and enter your new 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.