Authorizing Parents and Others in NEST & Nelnet

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 (Authorized User) and Nelnet Campus Commerce (Authorized Party)- 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

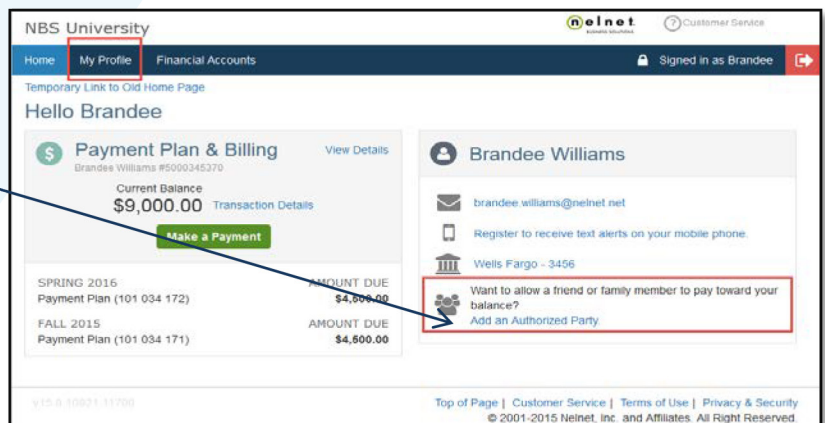## Step 2-Instructions to set up Authorized Party in Nelnet Account

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 "Enroll in Monthly Tuition Payment Plan (MET)" or "View account information, eBills, and make payment online."

Either one of these options will transfer you into your Nelnet student account portal. You will be required to fill out your Person Profile information the first time you enter the Nelnet system . Please make sure you enter only your personal information in your Profile (do not include any email addresses other than your own). You can then proceed with the visual steps below.
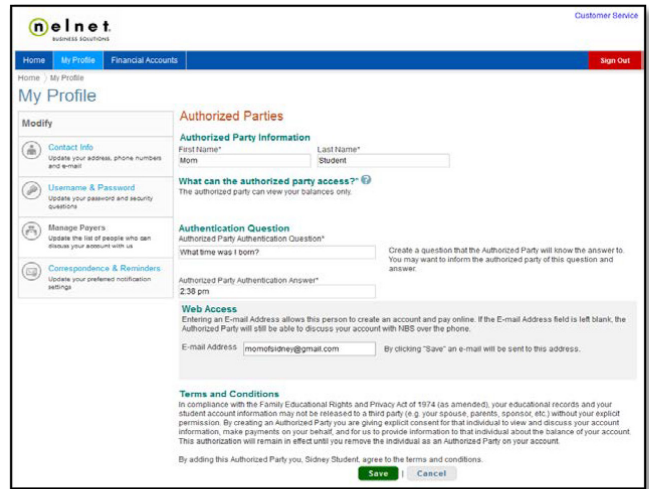
Steps for Student: Invite an Authorized Party to access your account

Parents or other student representatives must be granted access to the student information for the student; this is known as an Authorized Party. The student must complete the steps below to create the Authorized Party invitation. The Authorized Party invitation is sent to the email address provided by the student and includes an embedded link that will direct the Authorized Party to create their User Account and link them to the student. Once the Authorized Party 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 Parties.

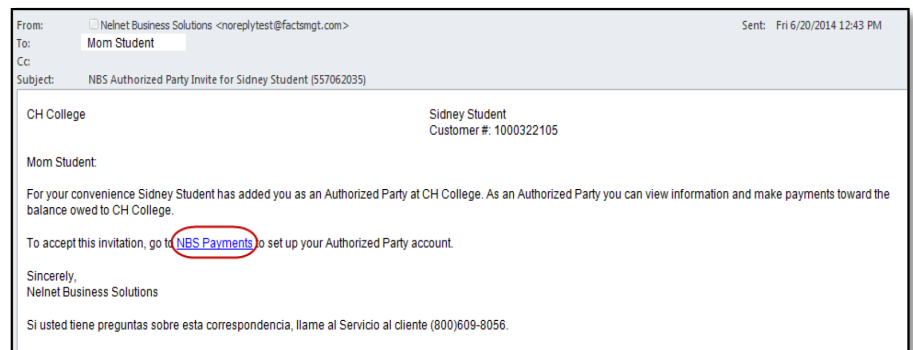**Step 1:** From the student welcome page click on the 'Add Authorized Party' link.

Step 2: Complete the Authorized Party Information. Be sure to select the proper level of access for the Authorized Party. If 'Include the details that make up my balance' is not selected, the Authorized Party will not be able to see details of the student's current balance or line items of the bill. Enter the Authorized Party email address and click 'Save' to send the invitation.
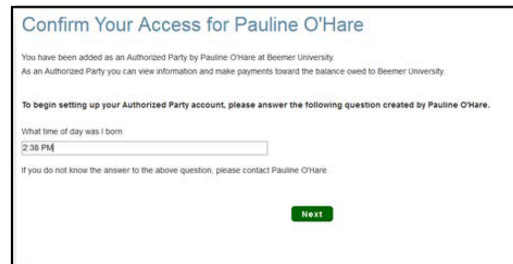
Steps for Parent/Guardian:
Register as an Authorized Party for your student

Before the Authorized Party can access the student's information they must follow the steps below to register and link to the student's account. Once the Authorized Party has created their Online Account Profile they may access their account any time by going to www.nbspayments.com.

Step 1: Click on the 'NBS Payments' link in the Authorized Party email invitation.

Step 2: Correctly answer the authentication question the student gave during the invitation creation.

Step 3: Complete the registration process by providing contact information and creating the Online Account Profile.