

STUDENT ACCOUNTS

Student Checklist



Please use this checklist as tool to ensure your Student Account is in good standing.

- **Login to the NEST (Nearly Every Student Transaction)**
Go to the [NEST](#)
- **Check Your Creighton Email Address Regularly**
This email is the official means of communication to you from the University.
- **Give Authorized User Access to Your Account**
Add your parents/others as an "Authorized User" in the NEST and TouchNet, so they can receive billing notification via email, view your statement, make payments, etc.
Go to [Add An Authorized User](#) for directions.
- **Sign Up for Direct Deposit of Refunds**
Want your refund faster? Sign up to receive electronic refunds in TouchNet. You will need to know the routing and account number of the checking or savings account it should be delivered to. An email update will be sent to your Creighton email before deposit is made.
[Direct Deposit of Refunds](#)
- **Request to Waive University- Sponsored Health Insurance**
If you already have a comprehensive insurance plan; you are eligible to waive sponsored coverage. The charge for the University-sponsored Student Health Insurance Plan will remain on your account unless the waiver process is completed before the August 24 deadline.
- **Review Payment Plan and Tuition Insurance Deadline**
Great options—don't miss the deadlines to sign up for these programs if you have interest. For more information go to the Student Accounts webpage.
- **View Your Charges**
Creighton does not send paper billing statements. You will receive statement via your Creighton email address. Please don't ignore emails- if you're getting a statement, you have a balance due. Contact us to verify the balance- you could be missing scholarship or financial aid.
- **Become Familiar with Your Online Student Account via TouchNet**
See "View the Real Time Statement" for the most up to date account balance—"View Statements" is only as current as the date it was issued. For account history click on "View Activity." Don't forget to read the "Announcement" section on your statement—this will outline details about due dates, late fees, holds, etc.
- **Review the Student Accounts Office Webpage**
You will find information about payment options, withdrawal policy, academic calendars, holds, tuition insurance, our address, services offered, etc. at [Student Accounts](#).

If you have questions about your account, please contact Student Accounts at 402.280.1110 or stop in and see us in the first floor of the Harper Center. Monday–Friday: 8 a.m.–4:30 p.m.

[Creighton Student Accounts](#)

Creighton University Student Financial Services: 780330 California Plaza, Omaha NE 68178-0330