

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

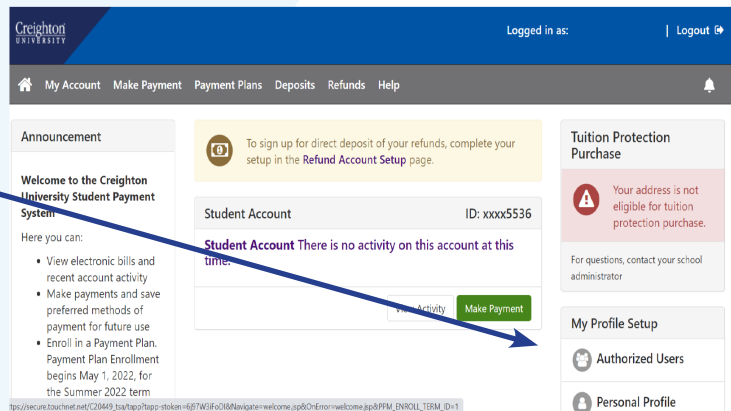
Step 2-Instructions to set up Authorized User in TouchNet Account

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."

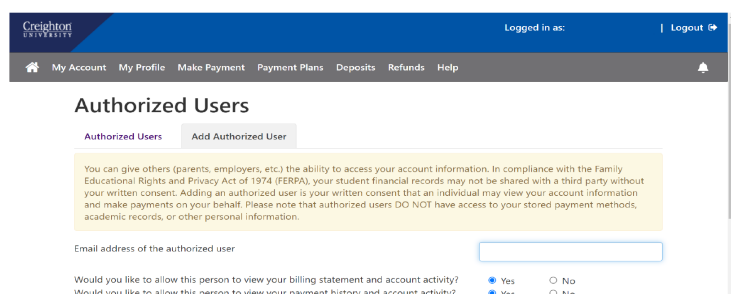
Steps for Student: Invite an Authorized User to access your account

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.



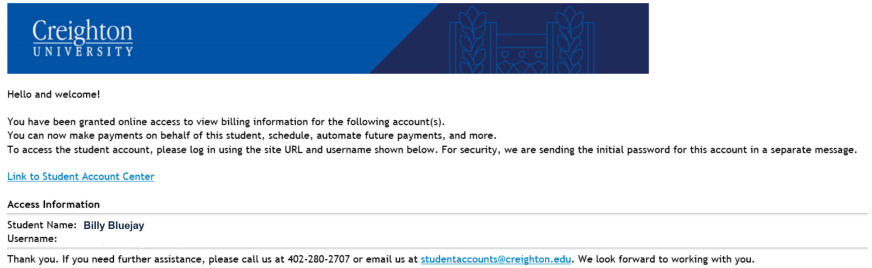
Step 2: Click on 'Authorized User' tab and enter the Authorized User's email address. Be sure to select the proper level of access for the Authorized User or they will not be able to view your account details. Click "Continue" to add an Authorized User and an email will be sent granting access.



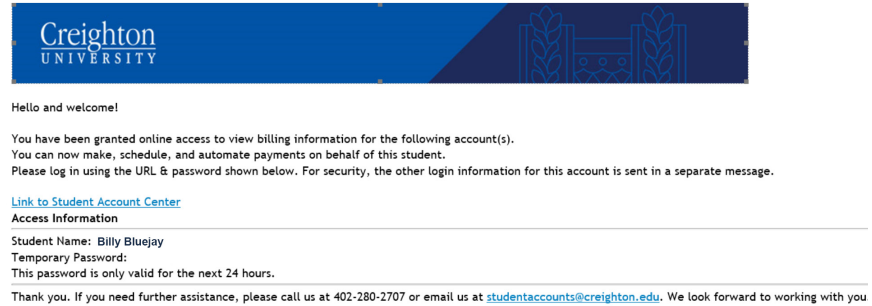
Steps for Parent/Others: Register as an Authorized User for your student

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.



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



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



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

