

GRANT ACCESS TO STUDENT FINANCIAL SERVICES

Allow parents or student representatives to receive billing notifications, view statements and financial aid, make payments and enroll in payment plans for students by following these steps.

Students: Action Steps

Students must set up Authorized User(s) in BOTH the NEST and TouchNet accounts to grant access.

To set up Authorized User in the NEST:

- 1 Log in to thenest.creighton.edu. Click the **'NEST'** button.
- 2 Click on **'Students'** button.
- 3 Select **'FERPA Release'** to go to the Authorized User page.
- 4 To add a new authorized user, click the **'Add New Relative'** button. Check the appropriate boxes to grant permission for financial, academic and/or behavioral information to be shared. For parents or other parties to discuss your financial information, you **must** check the **'Financial Information'** box.



The University will not be able to discuss your tuition costs or payments with your parent/other if you do not check the "Financial Information" box.

Each individual parent and/or other person must be added separately for the University to discuss your account with them. For both parents to be authorized you must fill out the form two separate times for each parent.

- 5 Fill out the form for the authorized user you want to add, then click **'Submit'**. An email will be sent to the parent/other added with instructions to complete their NEST access.

To set up Proxy in the NEST:

- 1 Log in to thenest.creighton.edu. Click the **'NEST'** button.
- 2 Select **'Students'**.
- 3 Click on **'Parent Proxy Management'** under the **'Students'** section on the page.
- 4 Click **'Add New'** in the top right corner, then complete the **'Proxy Information Sheet'** with the required details. In the **'Authorizations'** section, select the pages your proxy will be able to access.
- 5 Click **'Submit'**. Remind your proxy they must accept the invitation sent via email.

To set up Authorized User in TouchNet (Payment Center):

- 1 Log in to thenest.creighton.edu. Click the **'NEST'** button.
- 2 Select **'Students'**.
- 3 Click on **'View Statement/Make Payment'**. Your account will bridge to **'TouchNet Student Account Center'**.
- 4 The User Onboarding page will appear, if not already completed.
- 5 An **'Add an Authorized User'** pop-up box will appear if you haven't added any Authorized User. If the pop-up is not visible, go to **'My Profile Setup'** and select **'Authorized Users'**.
- 6 Click the **'Add Authorized User'** tab and enter in the authorized user's email address. Mark **'Yes'** to each of the boxes before clicking **'Continue'** and **'Agreeing to the terms'**. Each individual parent and/or authorized person must be added separately.
- 7 Remind your Authorized User they must complete the login process via email within 24 hours of receipt.

Important Note

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

Parents/Others: Action Steps

To gain access to TouchNet (Payment Center):

Once the student completes the steps outlined, you will receive two emails. You must use the temporary password within 24 hours or your student will need to repeat the TouchNet Steps 6-7.

- 1 In the **'You have been given access'** email: click on the **'Link to Student Account Center'**.
- 2 In the **'Your access information'** email: copy the **'Temporary Password'** and paste into the password Payment Center homepage.
- 3 Complete the **'Authorized User Profile Set-up'** by filling out your first/last name. Enter a new password and click **'Continue.'**
- 4 Fill out all three tabs:

'Personal Profile' tab

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)

'Payment Profile' tab

My Profile
Personal Profile | Payment Profile | Security Settings

A card 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.

Visa Mastercard American Express Discover PayPal

'Security Settings' tab.

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.



Once you have created your account, you may access it via the QR code here or by visiting the creighton.edu/businessoffice and navigating to the TouchNet link.