

Adding an Authorized User on the N.E.S.T.

1. Open a web browser and navigate to www.thenest.creighton.edu
2. Click “Student/Faculty Login”



[HELP](#) | [EXIT](#)

ATTENTION Degree Candidates -

In order to graduate, remember to submit your 'Degree Application and Graduation Participation' during the application period. Go [here](#) for more information

ATTENTION STUDENTS: If you plan to park a vehicle on campus this year, please register for a parking permit via your Nest account.

- [Student/Faculty Login](#)
- [New Undergraduate Freshman or Undergraduate Transfer Student Login](#)
- [General Financial Aid](#)
- [Campus Directory](#)
- [Schedule of Courses](#)
- [Course Catalog](#)
- [Parents/Authorized Users of Current Students](#)

RELEASE: 8.5.2

3. Enter your Creighton Net ID and Blue password and click “login”



[HELP](#) | [EXIT](#)

User Login



Your Net ID can be found on your University ID Card (i.e., AAA99999).
When finished, click Login.

If you need assistance call the Help Desk at **280-1111**, Student...select option 2, Faculty...select option 3.

When you are finished, please Exit and close your browser to protect your privacy.

Click here for [first time user information](#) and here for [returning student information](#).

Parents/Authorized Users

If you have completed the authentication steps for the Authorized User Login [click here to log in](#). Successful log in depends on completion of the authentication steps. Refer to the email you received with the subject line: Authorized Access to Creighton University Information System.

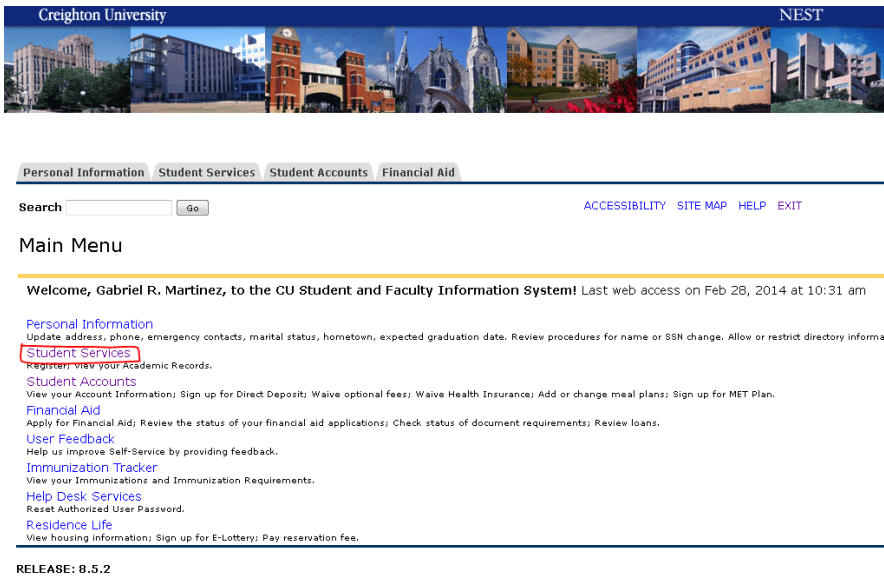
Net ID:

Password:

[Click Here for Help with Login?](#)

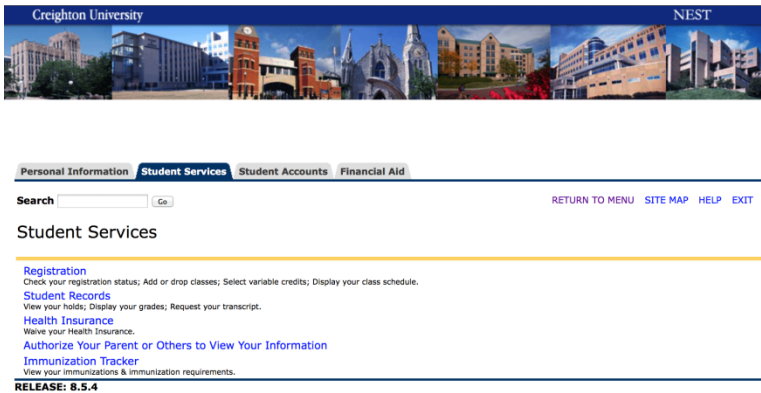
RELEASE: 8.5.2

4. Click on the “Student Services” tab



The screenshot shows the main menu of the Creighton University Student and Faculty Information System. At the top, there is a banner with the text "Creighton University" on the left and "NEST" on the right, accompanied by a collage of campus buildings. Below the banner is a navigation bar with four tabs: "Personal Information", "Student Services", "Student Accounts", and "Financial Aid". The "Student Services" tab is highlighted. Below the navigation bar is a search box with a "Go" button and links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT". The main menu section is titled "Main Menu" and contains a welcome message for Gabriel R. Martinez, dated Feb 28, 2014 at 10:31 am. A list of service links is provided, with "Student Services" highlighted by a red box. Other links include "Personal Information", "Financial Aid", "User Feedback", "Immunization Tracker", "Help Desk Services", and "Residence Life". At the bottom, the text "RELEASE: 8.5.2" is displayed.

5. Click “Authorize Your Parents or Others to View Your Information”



The screenshot shows the "Student Services" page of the Creighton University Student and Faculty Information System. The banner and navigation bar are identical to the previous screenshot, but the "Student Services" tab is now the active tab. The main content area is titled "Student Services" and contains a list of service links: "Registration", "Student Records", "Health Insurance", "Authorize Your Parent or Others to View Your Information", and "Immunization Tracker". The "Authorize Your Parent or Others to View Your Information" link is highlighted by a red box. At the bottom, the text "RELEASE: 8.5.4" is displayed.

6. Fill out the information for the authorized user you are creating and check the boxes for the permissions you want to give the user. Make sure you enter the authorized user's date of birth rather than your own.



Personal Information **Student Services** Student Accounts Financial Aid

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Add or Update Authorized User Information

Attention Students: Adding a parent or other individual as an authorized user allows that person to view some of your student data. This is completely **optional**. In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your written permission. By creating an authorized user, you are giving written consent for that individual to view your student records and to make payments towards your account.

The check boxes below indicate the type of data available. You may authorize more than one user, and the data authorized may vary by user.

If you do not want to authorize or update a user [Return to the Menu](#).

The ability for the authorized user to pay your account is now available.

Check boxes to authorize access for this user.

Access on the Web: View Account/Make Payment View Final Grades View Midterm Grades View Financial Aid

* **First Name:**

* **Last Name:**

* **Relationship:**

* **Birthdate: MM/DD/YYYY**

* **Email Address:**

[Return to Menu](#)

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7. Upon succesful creation of the authoized user you will a screen with this message. Login instructions will be emailed to the address for the authorized user that you provided.



Personal Information **Student Services** Student Accounts Financial Aid

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Authorized User Login Information

You have successfully authorized a new user to view your information using Creighton's Student Information System. The user's login information has been emailed to the address that you provided.

[[Return to Menu](#) | [Add Another User](#) | [Review Another Record](#)]

RELEASE: 1.0