

The Creighton NEST

(Nearly Every Student Interaction)

<https://thenest.creighton.edu>



Student Log On to the NEST:

1. Type in the web address above.
2. Click on “**Student/Faculty Login**”
3. Enter your **NET ID** (USER ID), this can be found on your ID card (3 letters & 5 numbers, i.e. AAA33333)
4. Enter your **BLUE Password**

- **FOR FIRST TIME USERS:** If you haven't already selected your BLUE password, your default password is "doit@####", the #### are the last four digits of your social security number (e.g. [doit@1234](#)). Once logged in, you will be asked to create a new BLUE password. The new password will be case sensitive so pick something that is easy to remember.

You may, also, be asked to verify Personal Information and Address Information before proceeding to review the University's Terms of Usage. Click “continue” to complete the log in process.

- **PLEASE NOTE:** If you have problems with your BLUE Password, contact the DOIT Helpdesk, (402) 280-1111 for assistance. You may, also, reset your own password by going to the AMI web site (<https://ami.creighton.edu/>), click on "Reset BLUE Password", and follow the instructions.



Authorizing your Parent, Guardian or Others to Make a Payment or Access Information on your Behalf:

1. Once you Login to the NEST and are at the Main Menu, click on “**Student Accounts**”.
2. Click on “**New! Authorize your Parent or Others to View your Information**”.
3. Click on the appropriate check box to authorize access for each Authorized User. If you do not check a box, the Authorized User will not have access to that information. Repeat process by clicking on “**Add New User**” for each individual you wish to make and Authorized User.
4. Each Authorized User will receive a confirmation e-mail with their own User ID, temporary password, and web site link to access your information so you will not have to give anyone your personal BLUE password.
5. Authorized Users can also access the NEST at: <https://thenest.creighton.edu>
The Authorize Users web site has a different main menu than the student NEST web site and is slightly easier to navigate through.

- **IMPORTANT!!** : Creighton has converted to paperless billing. To make sure that the person responsible for paying your tuition receives notification when new billing statements are available, you **MUST** make them an Authorized User to the Student Accounts information so that they will receive e-mail notification when your student bill can be viewed and paid online.

MORE INFORMATION ON REVERSE SIDE OF THIS SHEET



Viewing eBill and Making Tuition Payments On-line:

1. Login to the **NEST** and at the Main Menu click on **“Student Accounts”**.
 2. Click on **“View Account Information, eBills and Pay Tuition Online”** -- this will take you to the “Message Board” on your QuikPay secure website.
 3. **To View eBill:** Click on **“View Accounts”** on the left hand side of “Message Board” & then click on **“Current Statement”** or **“Statement History”**. You may print your billing statement by clicking on the **PDF** icon & then the **print** icon.
 4. **To Make a Payment Online:** Click on **“Make Payment”** on left hand side of “Message Board”. Enter **Payment Amount** you are paying, select **Payment Method**, and click **“Continue”** to enter your banking or credit card information and complete your payment transaction.
 - **PAYMENT OPTIONS AVAILABLE ON-LINE:**
 1. **Electronic Check (eCheck):** Transfer funds directly from your checking or savings account. There are no additional service fees for using this option.
 2. **Credit Card:** Only MasterCard, Discover, and American Express can be used (Visa is excluded). A convenience fee of 2.75% will be charged by our third party vendor for each credit card transaction. The convenience charge is not refundable, even if the payment to which it relates to is cancelled, refunded, credited, or charged back. Credit card payments can not be taken over the phone or through the Business Office.
- ❖ **Authorized Users** will click on **“View Account Information”** and then click on **“Click here to access this student’s account”** before following steps 3 or 4 above.



Sign Up for Direct Deposit for Refunds:

1. As a Creighton security measure, all Undergraduate students who want to sign up for Direct Deposit must use a computer that is on campus; either in your dorm room, the libraries, or the computer labs. You must sign up for Direct Deposit at least 2 business days prior to any expected refunds in order for the Direct Deposit to be activated. Once you are signed up for Direct Deposit, all future refunds will be directly deposited to the bank account you initiated unless you make changes to or cancel the Direct Deposit on your NEST web site.
2. Login to **NEST** and at the Main Menu click on **“Student Accounts”**.
3. Click on **“Sign up for Direct Deposit Refunds”**
4. Click on **“Start”** and enter your **Bank Routing Number**, your bank **Account Number**, the **Type** of account (checking or savings), and click on **“Submit”** to complete the process.
 - **NOTE:** The Bank Routing Number can be found on the bottom left hand side of your checks and is the first set of nine numbers. If you do not have a checking account, contact your bank for the Routing Number information.



Obtaining 1098-T Tax Information:

1. Login to the **NEST** and at the Main Menu click on **“Student Accounts”**
2. Click on **“1098 Tax Info”**
3. Enter a tax year
 - **NOTE:** New tax information will become available by January 31st for filing your previous year taxes (e.g. If filing 2007 taxes, your 1098-T information for 2007 will not be available until January 31, 2008). Past year tax information can be accessed at anytime. You will have access to this information for up to 1 year after graduating or leaving Creighton.