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 other individuals without the student's authorization.

Students must authorize parents or other individuals in BOTH the NEST and TouchNet (Authorized User)- this requires two different authorizations by the student.

Step 1-Instructions to give FERPA release in the NEST

1. Login to https://thenest.creighton.edu
2. Select "Students"
3. Click FERPA Release
4. Complete the form and submit. 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 person.
5. Each individual parent and/or other person must be added separately for the University to discuss your account with them.

Step 2-Instructions to set up Authorized User in TouchNet

1. Login to https://thenest.creighton.edu
2. Select "View Statement/Make Payment"
3. Your account will bridge to TouchNet.
4. The User Onboarding screen will appear.
5. Click "+Add an Authorized User" button at the top.
6. Mark "Yes" to each of the boxes.
7. Each individual parent and/or other person must be added separately for the University to discuss your account with them.

*If you need assistance accessing your NEST account, please contact IT at 402.280.1111. If you need assistance within the TouchNet portal, please contact Student Financial Services at 402.280.1110.