

## **Business Office - New Student Checklist**

*Please use this checklist as tool to ensure your Student Account is in good standing*

- **Login to the NEST (Nearly Every Student Transaction)**

Go to <https://thenest.creighton.edu>

- **Check Your Creighton Email Address Regularly**

This email is the official means of communication to you from the University

- **Give Authorized User Access to Your Account**

Add your parents/others as an “authorized user” in the NEST and “authorized party” in Nelnet, so they can receive billing notification via email, view your statement, make payments, etc. -go to the Business webpage for directions

- **Sign Up for Direct Deposit of Refunds**

Want your refund faster? Sign up to receive electronic refunds in the NEST. You will need to know the routing and account number of the checking or savings account it should be delivered to. An email update will be sent to your Creighton email before deposit is made.

- **Request to Waive University- Sponsored Health Insurance by August 27**

If you already have a comprehensive insurance plan, you are eligible to waive the University-sponsored coverage. The charge for the University-sponsored Student Health Insurance Plan will remain on your account unless the waiver process is completed before the deadline.

- **Review Payment Plan and Tuition Insurance Deadline**

Great options- don't miss the deadlines to sign up for these programs if you have interest. For more information go to the Business Office webpage and click on the correlating icon.

- **View Your Charges**

Creighton does not send paper billing statements. You will receive statement via your Creighton email address. Please don't ignore emails- if you're getting a statement you have a balance due. Contact us to verify the balance- you could be missing scholarship or financial aid.

- **Become Familiar with Your Online Business Office Account via Nelnet**

See “current balance” for the most up to date account balance - “view last statement” is only as current as the date it was issued. For account history click on “transaction details.” Don't forget to read the “important information” section on your statement- this will outline details about due dates, late fees, holds, etc.

- **Review the Business Office Webpage**

You will find information about payment options, withdrawal policy, academic calendars, holds, tuition insurance, our address, services offered, etc. at <https://www.creighton.edu/businessoffice/>

***If you have a question about your account, please contact the Business Office team at 402 280-2707 option #5 or stop in and see us at Creighton Hall, Room 113 Monday-Friday: 8 am to 4:30 pm***