Activating Your Account/Net ID

Before you can log onto any Creighton computer systems, you will first need to activate your account and set your initial password. You can do this by going to: http://ami.creighton.edu and clicking "Activate Account" from the menu on the right. You will need to enter your NetID and first-time password (which were sent to you after you viewed your admit letter via your student portal in two separate emails) along with your date of birth. You will then be prompted to provide answers to three security questions of your choice. You will also need to provide an alternate (non-Creighton) email address, and optionally, a phone number capable of receiving text messages. You will then be able to select your password that you will use when logging onto your Creighton email and the NEST. Find step-by-step instructions here.

Passwords must meet the following guidelines:

- • Minimum of 8 characters
- • Must contain at least three of the following

    1. Upper case letters
    2. Lower case letters
    3. Numbers
    4. Special Characters (such as !@#$%^&*(), etc.)

NEVER SHARE YOUR PASSWORDS WITH ANYONE, EVEN IF THEY CLAIM TO BE FROM CREIGHTON OR DOIT!!!!

Your Email Account

Your Creighton email account is waiting for you to log on right now! Your Creighton email account is considered an *official means of communicating*. This is a free service to all members of the Creighton community and will be yours throughout your time at Creighton. Many professors and offices at Creighton will use this account to contact you personally and send out official information to all students, so be sure to use it regularly.

To access your account:

- • Go to http://office365.creighton.edu/
- • Insert your NetID@creighton.edu for the User Name.
- • Insert the password you created when you activated your account above.

If you have troubles with this, contact the DoIT help desk during regular business hours at 402.280.1111, option 2 or send an email to doit4students@creighton.edu. The students that have troubles activating their accounts are generally those who previously had an active account and the old passwords have expired. If this is your case, you will have to contact the DoIT help desk for assistance.

Your Official Records

NEST is the web-based system for you to access your official records (personal information, student services, financial aid, and immunization tracker). Here's how to access:

Step One: Go to the NEST website
You can get to this website at http://thenest.creighton.edu/

Step Two: Log in to NEST
Click on Student/Faculty Log in. Login in using the same username and password as your CU email account.

Please note that there will be nothing in your NEST at this time unless you have been working with Financial Aid or were previously a student at CU. The other "student" items will pop in after you have been registered for classes.