#### ADDING YOURSELF AS AN AUTHORIZED PARTY IN NELNET

GRADUATING SENIORS WILL LOSE ACCESS TO WORKDAY 6 MONTHS AFTER GRADUATION. IN ORDER TO ENSURE YOU CAN SEE YOUR STUDENT ACCOUNT BALANCE INFORMATION AND TRANSACTION HISTORY AFTER THAT DATE, STUDENTS MUST SET THEMSELVES UP AS AN AUTHORIZED PARTY (AP) IN NELNET. UNTIL GRADUATION YOU SHOULD CONTINUE TO LOG IN TO YOUR STUDENT ACCOUNT THROUGH THE WORKDAY LINK TO THE NELNET STUDENT ACCOUNT PORTAL. AFTER GRADUATION, YOU SHOULD USE THE NEW AUTHORIZED PARTY LOG IN YOU CREATE FOR YOURSELF.

### **ACCESS NELNET STUDENT ACCOUNT PORTAL**



- 1. Log into Workday and select the Student Account from the Menu. Student Account
- 2. Select the **NeInet Student Account Portal** link in the View Details and Manage Payments section in the upper left side of the screen.

# Student Account



# View Account Details and Manage Payments

Click "Nelnet Student Account Portal" to view your transaction detail and make a one-tin or set up a monthly payment plan.

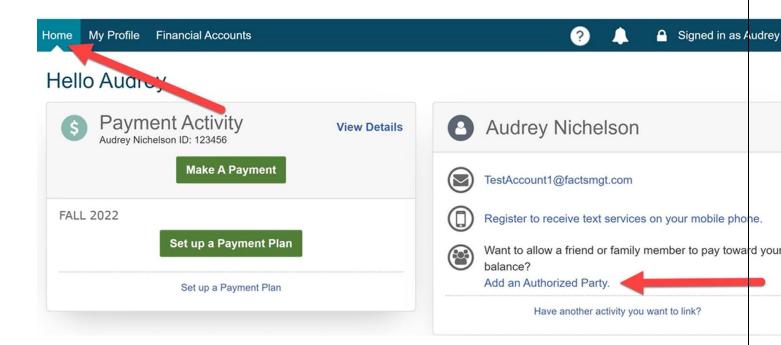
Nelnet Student Account Portal

The link will open to the Nelnet Main Dashboard. From the Home tab, select "Add an Authorizied Party"

**Brandeis** 

## STUDENT ACCOUNTS

## **NELNET – STUDENT ACCOUNT PORTAL**



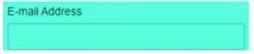
Add your own First and Last Name

Be sure to select the box to "Include the details that make up my balance" Without this box checked you will not be able to see the Transaction Details of your balance.

Select a security question and answer that you can answer when you set up your AP account.

Enter a NON Brandeis email for yourself

# STUDENT ACCOUNTS **NELNET – STUDENT ACCOUNT PORTAL** Add Authorized Party Required fields are marked with a \* \*First Name \*Last Name Authorized Party Access Authorized Parties will have access to your Sample Community College account balance and the activity that the Authorized Party has initiated on your behalf, such as payments. They do not have access to your contact information, user credentials, other Authorized Parties or your financial account information. Include the details that make up my balance Authorized Party Authentication Create a question that the authorized party will know the answer to. You may want to inform the authorized party of this question and answer. \*Authorized Party Authentication Question e.g. What year did we go to Florida? \*Authorized Party Authentication Answer e.g. 2010 Web Access Enter an e-mail address to allow this person to create an account and pay online. An e-mail will be sent to this address upon save. If the E-mail Addi field is left blank, the authorized party will only be able to discuss your account over the phone.



**3.** This will prompt an email invitation to set up your AP account in your NON Brandeis email. Select the Go to Nelnet link to set up your Authorized Party account.

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# Sample invitation for online access

# Nelnet Community College Authorized Party Invite

Andrea Smith Customer #: 5001178143

## Maya Mercer:

For your convenience, Andrea Smith has added you as an Authorized Party at Nelnet Community College. As an Authorized Party you can view information and make payments toward the balance owed to Nelnet Community College.

To accept this invitation, go to Nelnet Campus Commerce to set up your Authorized Party account.



4. To log into Nelnet using your AP Account go to: <a href="https://online.campuscommerce.com/SignIn.aspx">https://online.campuscommerce.com/SignIn.aspx</a>

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