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.

2. Select the Nelnet Student Account Portal link in the View Details and Manage Payments section in the upper left side of the screen.

The link will open to the Nelnet Main Dashboard. From the Home tab, select “Add an Authorized Party”
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
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.
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.

Go to Nelnet

Thank you,
Nelnet Campus Commerce

4. To log into Nelnet using your AP Account go to: https://online.campuscommerce.com/SignIn.aspx