

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 **Nelnet 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-time payment 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 Authorized Party"

[Home](#) [My Profile](#) [Financial Accounts](#)

Signed in as Audrey

Hello Audrey



Payment Activity

Audrey Nichelson ID: 123456

[View Details](#)[Make A Payment](#)

FALL 2022

[Set up a Payment Plan](#)[Set up a Payment Plan](#)

Audrey Nichelson



TestAccount1@factsmgt.com

[Register to receive text services on your mobile phone.](#)[Want to allow a friend or family member to pay toward your balance?](#)[Add an Authorized Party.](#)[Have another activity you want to link?](#)

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

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 Address field is left blank, the authorized party will only be able to discuss your account over the phone.

E-mail Address

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>