



Change of Address Instructions

Students needing to change their address or phone number with the University should go to the following website: <http://www2.creighton.edu/registrar>. **Click the N.E.S.T. Student Self Service in the lower right hand corner of the Registrar's page**, login and select Personal Information. Your changes will be made directly to the Banner Student Information System.

If you wish to restrict your information go to the following link <https://ami.creighton.edu/>. Click Modify Contact Information and go to the bottom of the page. Click the Hide Information box and then click Update Contact Information. The username and password you provide at login are the digital equivalent of a signature in this matter. **More than your address and phone number will be restricted by checking the Hide Information Box. When you check this box you are asking for and agree to the following:**

Please do not release directory information for publication in Creighton University and the School of Pharmacy and Health Professions printed materials, directories, websites and other media or use, exhibit and display my picture and name in connection with any public materials produced by or for Creighton University.

I understand that directory information will be restricted by the University until I release the information. I understand that by restricting my information with the University, the Registrar's Office will not be able to assist me over the phone. Further, I understand that by restricting my home address, program of study or dates of attendance, the University will not submit news release information to my local newspaper, print my name in any Commencement publication or read my name at any Commencement ceremony. Creighton University will honor your request to withhold directory information as indicated above but cannot assume responsibility to contact you for subsequent permission to release them.

To remove the restrictions from your record, follow the instructions above for restricting your information. Clicking the Hide Information Box this time will uncheck the box and release the restrictions from your record.

Please contact Jeanne Riha (jmriha@creighton.edu) regarding questions about change of address or student information restrictions.