

TreeHouse Proxy Access for Sharing Student Grades, Bills and Financial Aid Details

Information for Drew Students

TreeHouse Proxy Access enables third party individuals of your choosing to view data such as your financial aid information or grades. You choose who can see what, and how long their access lasts.

Nelnet allows you to add an authorized party to see your billing details and help pay your bill.



Although a student's Drew credentials will get them into TreeHouse Proxy and the Nelnet Student account, a third party's access must be set up by the student in each system. The third party will then have an account at TreeHouse proxy and an account at Nelnet, with different credentials for each.

TreeHouse Proxy - For Financial Aid, Grades, Billing Statements

- [PowerPoint Instructions for setting up Proxy](#)
- [Printable Guide to setting up Proxy](#)
- [Video instructions for Proxy](#)
- [Set up Proxy now](#)
- [Proxy Access for Parents](#) - instructions

Important steps to remember (more information in the guides linked above):

- Add the right email information.
- Set start and stop dates.
- Authorize the information you want the proxy to be able to view.

Step by Step

1. Log in to treehouse.drew.edu
2. Go to the Students tab
3. In the "Personal Information" box, click "Parent/Guardian Proxy Access" link
4. Click "Add Proxy" to add someone new or proceed to step 6
5. Fill in the requested information, being careful to type the email address correctly, and click "Add Proxy" button
6. Click on the "Expand" line with the name of the proxy you need to grant permissions
7. Confirm the relationship, description, passphrase, and start and stop dates for the individual's access on the Profile tab
8. Click on Authorization and select the boxes for what things you would like this individual to be able to view
9. If you need to remove an authorized proxy, use the "Delete Proxy Relationship" link on the Profile tab

Nelnet - For Billing and Tuition Payments



Please direct questions about Nelnet to Student Accounts at 973-408-3114 or studentaccounts@drew.edu.

To Log Into Nelnet Student Account Center

1. Log in to treehouse.drew.edu
2. Go to the Students tab
3. In the "My Account" box, click "Nelnet Student Account Center" link
4. Enter your Drew credentials
5. Congratulations, you are now in the Nelnet Student Account Center!

To Set Up an Authorized Party ****NECESSARY FOR EACH PERSON HELPING TO PAY YOUR TUITION****

1. Follow the steps above to log into Nelnet Student Account Center
2. Click the "Add an Authorized Party." link on the Home tab or in the My Profile tab, click the "Add" button next to "Manage Payers"
3. Fill out the requested information and click "Save"
4. Share the question and answer with the authorized party (and the instructions below, if you would like)

For More Information

This information was shared by the [Student Accounts office](#) when we moved to NelNet:

The NelNet Student Account Center is your primary hub for monitoring your Drew Student Account, including reviewing your balance, making payments, and setting up Payment Plans.

If you have someone other than yourself assisting with payments on your account (ie. a Parent or Guardian), and you would like them to be able to make payments on your behalf, you will be required to grant them access to your student account as an Authorized User.

Students are required to add each Third Party Authorization individually in the new system. Once added, your Authorized Party will have access to your student account balance and details through the NelNet system.

You can complete the authorization from the main page of the Student Account Center. Once confirmed, Authorized Users can access the Authorized User link on the [Parent Tab in TreeHouse](#).

Information for Parents and Other Approved Individuals

TreeHouse Proxy - For Financial Aid, Grades, Statements



Pre-requisite: Your student must first set you up as a proxy and give you permission to view what they would like you to see.

Note: Paying bills is done via Nelnet. See information below.

1. Go to drew.edu/parents.
2. Under "Money & Bills", click on "TreeHouse Proxy Login".
3. Enter your email address and PIN.
4. Click Login.
5. Click the tab with your student's name.
6. Follow the appropriate link to the information the student has chosen to share with you.

- [Proxy Access for Parents](#) - instructions

Nelnet - For Billing and Tuition Payments



Please direct questions about Nelnet to Student Accounts at 973-408-3114 or studentaccounts@drew.edu.



Pre-requisite: Your student must first set you up as an authorized person with NelNet (*this is separate from TreeHouse Proxy*) and tell you the answer to the question they pose.

1. Open the "Authorized Party Invite from (student)" email sent to you by Nelnet Campus Commerce.
2. Click the "Create Account" button in the email.
3. Confirm your access by answering the question your student posed.
4. Fill out your contact information.
5. Create a username, password, and PIN and choose 2 security questions to create your account.

After creating your Nelnet account, follow these instructions to log in again:

1. Go to drew.edu/parents.
2. Under "Money & Bills", click on "Nelnet Student Account Center".
3. Click on the "Authorized Party Portal" sign in hyperlink.
4. Log in using the credentials you created for Nelnet.
5. Congratulations, you are now in the Nelnet Student Account Center!

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