

Northwestern | COLLEGE PREPARATION PROGRAM

Northwestern University
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Activate Your Net ID/Email

Welcome to the College Prep Program at Northwestern University. This letter contains important information to help you access your university network services and NetID. Your NetID will serve as a very useful tool --- it functions as your log-in and electronic identity when accessing campus internet, online class resources, and bill-pay via CAESAR (Northwestern's secure gateway to online student services). College Prep students must activate their NetID and pay a nonrefundable tuition deposit to reserve their space in the program. You will not be registered in your course until your deposit has been confirmed.

As soon as possible, **activate your NetID** by following the instructions below:

Go to the NUValidate site, <http://www.northwestern.edu/login>

1. Enter your personalized **NetID** and **NetID password/activation code**, choose a password, and follow the prompts provided on the page.
2. **REQUIRED Sign up** for multi-factor authentication www.northwestern.edu/mfa-register
 - a. **Log in** using your NetID and NetID password.
 - b. **Press Begin Registration** and follow the step-by-step instructions
 - i. To register your smartphone, you will be guided to **download** the free Duo Mobile app, **activate** the app from a text message, and **approve** test login.
 - ii. To register **any other phone**, you will be guided to **answer** a phone call and **press** any button on your phone to approve a test login.
3. **Within 24 hours of activating your NetID**, you may use [CAESAR](#) to pay your nonrefundable tuition deposit. Instructions on how to make your deposit can be found on the Accepted Student Page.
4. **Set up your Northwestern email account** - Once you activate your NetID, please set up your NU email account, also known as your @u.northwestern.edu account. Visit <http://www.it.northwestern.edu/stucollab/index.html> to log in to your NU email, and for account options.

All official communication from the University will be sent to your NU email account, and students are expected to check their NU email for messages. Once activated, you can start using it for email, calendaring, Google Sites and Google Docs, spreadsheets, and presentations. Once you log in, you can also set up forwarding of your NU email to a different email address.

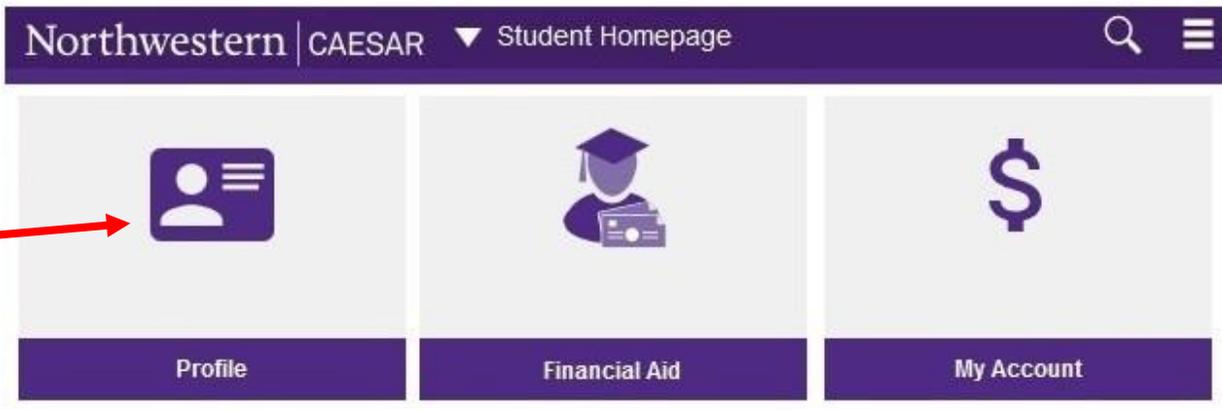
If you have trouble activating your NetID please contact The College Prep Office via email at cpp@northwestern.edu or by phone at (847) 467-6703.

Guest Access

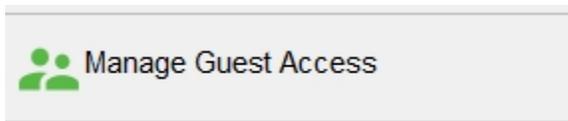
With your activated NetID, you are now ready to access your student account in CAESAR. Navigate to the CAESAR homepage (<https://www.caesar.northwestern.edu/>), and sign in using your NetID and password. One of the first things you need to do is grant “Guest Access” to your parent/guardian so that they may **pay your bill when it becomes available**.

Guest Access:

1>Once logged on to CAESAR, the Student Homepage will appear. Click the Profile tile at the top left



2 > Click Manage Guest Access in the left Navigation bar (If the left navigation menu is not shown, click the icon with two vertical bars to open it.



3 > Fill in the Last Name, First Name, Relationship, and Email fields.

4 > Create an Authorization Phrase:

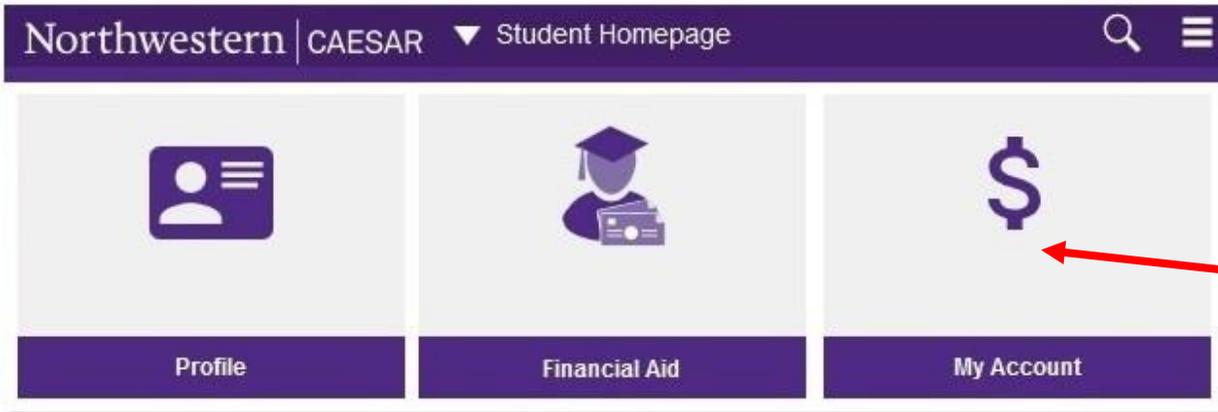
5 > Create a Password:

6 > Authorize guest access for any of the following menu items: View my real-time account, **View or pay monthly bill**, 9PAY, 1098-T, **Make non-refundable tuition/housing deposit**

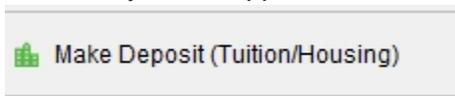
Paying your tuition deposit:

In order to reserve your space in the program, we must receive your **nonrefundable** tuition deposit. Once your deposit is confirmed, you will be registered in your course (by CPP staff). Please pay by following the instructions below.

1. Login to CAESAR at <https://www.caesar.northwestern.edu/> using your NetID and password. The **Student Homepage** appears. Click the **My Account** tile.

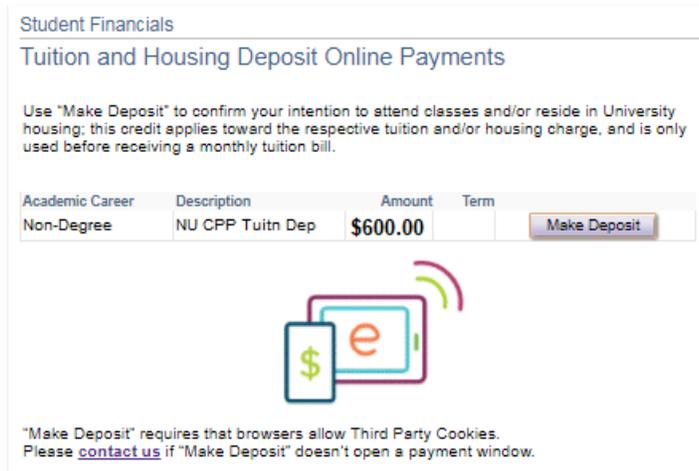


2. Click **Make Deposit (Housing/Tuition)** in the left navigation bar. If the left navigation bar is not shown, click the icon with two vertical bars to open it. The Tuition and Housing Deposit Online Payments appears



3. The Tuition and Housing Deposit Online Payments page appears.

Depending on your Academic Career and Program, you will see the options to pay your tuition or housing deposit with the corresponding Description and Amount. In this example the option for CPP is shown.



4. Click **Make Deposit** next to the appropriate item. The Deposit page of Commerce Manager Payer appears. Click **contact us** if you cannot link to a payment window.

The Description (Account) and Payment Amount, based on your selection, will carry forward into Commerce Manager Payer. In this example Account and Payment Amount for CPP tuition deposit are shown:

Northwestern | Deposit

Commerce Manager Payer

Select Payment Method

Newly admitted applicants only: You have chosen Make Deposit (Tuition/Housing). Use this page to make a deposit to confirm your intention to attend classes and/or reside in University housing. Select a Payment Method below and click **Continue**.

Not a newly admitted applicant? Do not continue in this window. To pay your tuition bill, please close this browser window, then return to the CAESAR Student Homepage and choose View or Pay Tuition Bill.

Payment Amount

Account: NU CPP Tuition Dep

Payment Amount: \$600.00

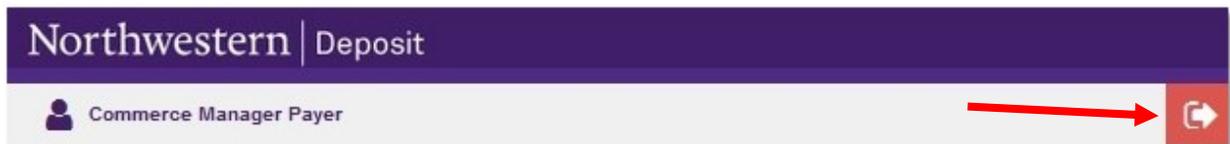
Total Amount: \$600.00

Payment Method: Select One...

Continue Reset

Select the appropriate Payment method (eCheck or Credit Card) from the drop-down menu provided and click **Continue**.

- Complete the requested information (Account Information, Credit Card information, Billing Address information, email address, etc.) and click **Continue**.
- To ensure account security, click the red **Log Off** arrow in the upper right corner to close your session, then quit your browser.



- To review your payment on CAESAR the following business day, navigate to the **Student Homepage** and **My Account**. Click **View My Real-Time Account**, then click the **View Your Unapplied Deposits** link to see deposit(s) received by Northwestern. Unapplied Deposits are not credited to your account balance until an appropriate charge is posted.

Once your **nonrefundable** program fee deposit is confirmed (within 3-4 business days), you will be registered in your course (by CPP staff).

You will **not** be able to register or submit changes to your registration via CAESAR. Not to worry, your place in the program is reserved and a CPP staff member will register you in the system. You will receive registration confirmation via email.

On or about May 10, an email will be sent to your new Northwestern email address (your guest will also receive an email), indicating that your bill (with tuition and any housing charges) is available for viewing online. You can pay the bill by making an electronic transfer from your bank account or by credit card. Please note: there is a vendor service fee surcharge of 2.75%

for credit-card transactions. Bills are to be paid by June 1. If you submit your deposit after May 10, your bill is to be paid by July 1.

If you have trouble viewing or paying your bill, contact Student Accounts via email at studentaccounts-ev@northwestern.edu or call (847) 491-5224. Good luck during the rest of the school year! We can't wait to welcome you this summer! In the interim, please do not hesitate to contact us with questions or concerns at cpp@northwestern.edu or (847)467-6703.

Best Wishes,
The College Prep Team