Bank Account & Direct Deposit.

Step 1. Navigate to: Self Service > Campus Finances > Manage My Bank Accounts

Step 2. On the My Accounts Bank Accounts Summary page, click the Add Account button

Step 3. Enter Nickname and Account Type

Step 4. Enter Routing Number/Account Number

Note: Select the View Sample Check to assist in locating the Routing Number/Account Number.

Step 5. Click Next

Step 6. Select the checkbox “Yes, I agree to the terms and conditions of this agreement. Then Click Submit

Step 7. Click ENROLL IN DIRECT DEPOSIT.

Step 8. Select the Account Nickname to designate as direct deposit

Step 9. Click Next

Step 10. Select the checkbox “Yes, I agree to the terms and conditions of this agreement. Then Click Submit

The process to Enroll in Direct Deposit is complete!