

Self Service – Students Direct Deposit

Process Overview

In this example, we will show you how a student will add or change information for Direct Deposit in Self-Service.

Set Up Direct Deposit

Students may add bank accounts, change bank accounts, and sign up for direct deposit in the Student Self-Service.

Navigation: Self Service > Student Center

Student Center

The screenshot shows the Student Center interface with the following components:

- Academics Section:**
 - Search, Enroll, My Academics links.
 - Search bar with "other academic..." and a search icon.
 - Deadlines, URL, and Gradebook icons.
 - This Week's Schedule Table:**

Class	Schedule
MPA 5830-01 PRA (1235)	MoTuWeThFr 8:00AM - 9:00AM Room: TBA
MPA 5831-01 PRA (1236)	MoTuWeThFr 8:00AM - 9:00AM Room: TBA
 - weekly schedule ▶ link.
- Finances Section:**
 - My Account:** Account Inquiry (highlighted with a red box), Financial Aid, View Financial Aid, Accept/Decline Awards.
 - Account Summary:**
 - The amount owed is 3,974.66.
 - Due Now: 0.00
 - Future Due: 3,974.66
 - Currency used is US Dollar.
 - Search bar with "other financial..." and a search icon.
- Right Sidebar:**
 - SEARCH FOR CLASSES button.
 - Holds:** No Holds.
 - To Do List:** No To Do's.
 - Advisor:** Program Advisor: None Assigned.
 - UT Southwestern Links:**
 - UT Southwestern Home Page
 - Residency Questionnaire
 - Student Affairs Secure Website
 - Student Affairs Services:**
 - Financial Aid
 - Registrar
 - Veterans

Finances	
Click on Account Inquiry	

Account Services

Account Inquiry

Account Services

direct deposit

tuition statements & 1098t tax forms

bank accounts

My Direct Deposits

Direct Deposit Summary

Listed below are details of your direct deposit distribution. To modify, click Modify Direct Deposit.

Direct Deposit Summary as of 04/26/2012			
Bank Name	Distribution Type	Amt./Pct.	Priority
Bank-1654	Balance		

Currency used is US Dollar

MODIFY DIRECT DEPOSIT

[Account Inquiry](#) [Account Services](#)

[Direct Deposit](#) [Tuition Statements & 1098t Tax Forms](#) [Bank Accounts](#)

v »»

Direct Deposit	
Click on the Account Services Tab	This will give you tabs for direct deposit, tuition statement & 1098t tax forms, and bank accounts
Click on Bank Accounts Tab	If you need to change your direct deposit account or add it for the first time you will click this button





Account Services

Account Inquiry		Account Services	
direct deposit	tuition statements & 1098t tax forms	bank accounts	

My Bank Accounts

Bank Account Summary

Listed below are the bank accounts associated to you. You can add, update or view your bank details. To add new bank account details click Add Account. To update, click Edit. To remove, click Delete.

Bank Account Summary as of 04/26/2012				
Bank Account Nickname	Bank Account Type	Account Number		
Bank	Checking	XXXX1654		
Checking	Checking	XXXXXX7037		

[ADD ACCOUNT](#)

[Account Inquiry](#) [Account Services](#)

[Direct Deposit](#) [Tuition Statements & 1098t Tax Forms](#) [Bank Accounts](#)

go to ...

Bank Accounts	
Click Add Account	You can also use this screen to delete bank accounts you are no longer using by clicking on the trash can corresponding to the account you want to delete

Account Inquiry	Account Services
direct deposit	tuition statements & 1098t tax forms
bank accounts	

Manage My Bank Accounts

Add Bank Account Details

Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the Bursar's Office.

Bank Details

Nickname

Account Type [View Sample Check](#)

Routing Number 🔍 JPMORGAN CHASE BANK, NA

Branch

Account Number

Confirm Account Number

Account Holder

Bank Location is United States
 Currency used is US Dollar

CANCEL
NEXT


Bank Accounts	
Nickname	Choose a nickname for the account
Account Type	Choose Checking or Savings
Routing Number	Input your bank routing number
Account Number	Input your bank account number
Confirm Account Number	Input your bank account number
Account Holder	Type in the bank account holder's name
Click Next	

Account Services

Account Inquiry		Account Services	
direct deposit	tuition statements & 1098t tax forms	bank accounts	

Manage My Bank Accounts

Result

 **You have successfully added the bank account Test.**

Bank Details	
Nickname	Test
Account Type	Checking
Routing Number	111000614 JPMORGAN CHASE BANK, NA
Branch	
Account Number	XX3456
Account Holder	Test Test

MODIFY DIRECT DEPOSITMANAGE MY BANK ACCOUNTS

Bank Accounts	
Click Modify Direct Deposit	You have successfully added a bank account now you need to designate it as the account you want refunds deposited to

Account Inquiry		Account Services	
direct deposit	tuition statements & 1098t tax forms	bank accounts	

My Direct Deposits

Direct Deposit Summary

Listed below are details of your direct deposit distribution. To modify, click Modify Direct Deposit.

Direct Deposit Summary as of 04/26/2012			
Bank Name	Distribution Type	Amt./Pct.	Priority
Bank-1654	Balance		

Currency used is US Dollar

[MODIFY DIRECT DEPOSIT](#)

Direct Deposits	
Click Modify Direct Deposit	You have successfully added a bank account now you need to designate it as the account you want refunds deposited to

Account Services

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My Direct Deposits

Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank accounts not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Modify Direct Deposit.

Bank Account Summary as of 04/26/2012

Bank Account Nickname	Bank Account Type	Bank Account Number
Bank-1654	Checking	XXXX1654
Checking-7037	Checking	XXXXXX7037
Test-3456	Checking	XX3456

[ADD ANOTHER BANK ACCOUNT](#) [PROCEED TO MODIFY DIRECT DEPOSIT](#)

Direct Deposits	
Click Proceed to Modify Direct Deposit	If you did not already add a bank account you can click the Add Another Bank Account here

Account Services

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Enroll in Direct Deposit

Modify Direct Deposit

Only a single distribution is allowed. Select a bank to designate as remaining balance.

Direct Deposit Distribution			
Bank Account Nickname	Distribution Type	Amt./Pct.	Priority
checking-7037	Balance		

Currency used is US Dollar

Direct Deposits	
Bank Account Nickname	Use the drop down to choose the bank account you will use for direct deposit
Click Next	

Account Inquiry	Account Services	
direct deposit	tuition statements & 1098t tax forms	bank accounts

Enroll in Direct Deposit Agreement

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrollment.

Bank Name	Distribution Type	Amt./Pct.	Priority
checking-7037	Balance		

Currency used is US Dollar

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank(s) referenced above.

You may change your account information as necessary. Funds will be available depending on timing of this submission.

Should you wish to cancel your direct deposit enrollment, please come to the Bursar's Office.

The agreement is dated: 04/26/2012

Yes, I agree to the terms and conditions of this agreement.


CANCEL
BACK
SUBMIT

Direct Deposits	
	Check the box for "Yes, I agree to the terms and conditions of this agreement" after you have read the agreement
Click Submit	

Account Inquiry		Account Services	
direct deposit	tuition statements & 1098t tax forms	bank accounts	

Enroll in Direct Deposit

Result

 **Congratulations! You have successfully updated your direct deposit details.**
View summary below.

Bank Name	Distribution Type	Amt./Pct.	Priority
checking-7037	Balance		

Currency used is US Dollar

[Go To Direct Deposit Summary](#)

Direct Deposits	
	You will see a confirmation that you have successfully changed your direct deposit details.