## Student Self-Service: Direct Deposit

Access UT Southwestern Student Self-Service at <u>http://my.swmed.edu</u>. Bookmark this URL for your convenience

Select the "Student Center" tile in the Portal Home Page

In the Finance section, click "Account Inquiry"

Click on "Account Services" tab and select "Enroll in Direct Deposit."

Add you banking information and click "Next"

Read and complete agreement then click "Submit"

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You will see the green check mark meaning you have successfully added your bank account

Select "Proceed to Enroll in Direct Deposit"

Select "Proceed to Enroll in Direct Deposit" again

Select the account you would like to use for direct deposit in the drop down menu and click "Next"

Read and complete agreement then click "Submit"

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## Student Self-Service: Direct Deposit

You should get this notification of successful enrollment in direct deposit

"Modify Direct Deposit" if you have already enrolled, you can
change your bank account <i>**you would first have to add the</i>
new bank account

First, select "Add Another Bank Account"

Enter your new bank account information and click "Next"

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## Student Self-Service: Direct Deposit

You will see the green check mark meaning you have successfully added your bank account

Select "Proceed to Modify Direct Deposit"

Select "Proceed to Modify Direct Deposit" again

Select the account you would like to use for direct deposit in the drop down menu and click "Next"

Read and complete agreement then click "Submit"

Direct Deposit	Promissory Note 10981 Tax Form		
Managa My P	ank Accounts		
Result			
You have	e successfully added the bank ac	count test 2.	
Bank Details			
	Nickname test 2		
	Recount Type Checking	IDMODO AN O	
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Add A	nother Bank Account	Proceed to	Modify Direct Deposit
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Direct Deposit	Promissory Note 1098T Tax Forms	bank accounts	
My Direct D	oito		
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You have the follow	wing bank accounts set up.		
If you intend to use Otherwise, click or	e other bank accounts not listed b Proceed to Modify Direct Deposi	elow, click on Add Anothe it.	r Bank Account.
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Enroll in Direct Deposit					
Result					
Congratulations! You have succ	essfully update	d your dire	ct deposi	it details.	
View summary below.					
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Currency used is US Dollar		Go To D	irect Dep	oosit Summary	
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