Student Self-Service: Direct Deposit

Access UT Southwestern Student Self-Service at [http://my.swmed.edu](http://my.swmed.edu). Bookmark this URL for your convenience.

Select the “Student Center” tile in the Portal Home Page.

1. In the Finance section, click “Account Inquiry.”
2. Click on “Account Services” tab and select “Enroll in Direct Deposit.”
3. Add your banking information and click “Next.”
4. Read and complete agreement then click “Submit.”
Student Self-Service: Direct Deposit

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”
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 **you would first have to add the new bank account**

First, select “Add Another Bank Account”

Enter your new bank account information and click “Next”
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”
You should get this notification of successful updated your direct deposit.