Setting Up a Checking Account for Direct Deposit of Stipends / Refund Checks (Portal Finance Section)

1. Log in to your student portal.

2. Click on the My Finances tab.

3. Select the Payment Info / Stipend Direct Deposit Account link. This link will display the Payment Information screen, which will allow you to choose a checking account for your direct deposit.

4. After selecting Checking Accounts you will be taken to a screen where you can see the accounts you have set up for payments and direct deposits. If you have no accounts set up, select the + Add a Checking Account + link.
5. **Adding a checking account.** Enter the financial institution (bank or credit union), the routing number, and full account number in the required fields. Please note that in order to receive your stipend by direct deposit, you must select “Yes” in the Direct Deposit radio button.