

Student Financials Set Up Direct Deposit

Procedure

Use this lesson to set up a Direct Deposit Account.

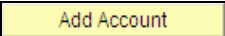
The screenshot shows the 'Sean's Student Center' interface. The 'Academics' section is expanded, displaying a '2008 Fall Schedule' table. The table lists several classes with their respective schedules and locations. Below the table is an 'enrollment shopping cart' link. The 'Financial Services' section is also expanded, showing various options including 'Setup Direct Deposit'. On the right side, there are several utility buttons and sections: 'SEARCH FOR CLASSES', 'EVALUATE CLASSES', 'REVIEW EMERGENCY INFO.', 'News and Info', 'Announcements', 'Holds', 'To Do List', 'Enrollment Dates', 'Enrollment Appointment', and 'Advisor'.

2008 Fall Schedule	
Class	Schedule
ECON 322-0-20 LEC (22443)	MoWeFr 3:30PM - 4:50PM University Hall 102
HISTORY 381-1-01 LEC (14645)	MoWeFr 10:00AM - 10:50AM University Hall 101
INTL_ST 201-1-01 LEC (13165)	TuTh 2:00PM - 3:20PM Harris Hall 107
INTL_ST 201-1-62 DIS (13265)	Fr 12:00PM - 12:50PM Kresge Centennial Hall 4416
POLI_SCI 344-0-20 LEC (21535)	TuTh 11:00AM - 12:20PM Annenberg Hall G15
POLI_SCI 344-0-60 DIS (21582)	Th 1:00PM - 1:50PM Lunt Hall 103

Step	Action
1.	Click the Setup Direct Deposit link. Setup Direct Deposit

The screenshot shows the 'Direct Deposit' setup page for 'Sean Student'. It includes an 'Instructions' section with text about the self-service feature and instructions for adding, editing, and deleting accounts. Below the instructions is a 'Direct Deposit Detail' table with columns for 'Account Type', 'Bank Name', and 'Account Number'. There is an 'Add Account' button and a 'go to ...' dropdown menu at the bottom.

Direct Deposit Detail		
Account Type	Bank Name	Account Number

Step	Action
2.	Click the Add Account button. 
3.	"Checking" is the default for the Direct Deposit Account Type. However you can change the type to "Savings", if desired.

Direct Deposit

Add Direct Deposit

Sean Student

Instructions


Direct deposit is a fast, safe and efficient way to receive your student accounts credit balance. Enter your bank transit number and bank account number (twice for accuracy) below. Please note that certain money market accounts, credit union accounts and credit card checks do not allow for electronic payments. Check with your banking institution or credit card company to be certain.

*Direct Deposit Account Type:

Routing Number:

Bank Name:

Account Number: * Re-type Account Number:



Save [Return to List](#)

Step	Action
4.	Click in the Routing Number field. <input type="text"/>
5.	Enter in the Routing Number of your institution. For this exercise we will use the Routing Number of Chase Bank- 071000013. Enter the desired information into the Routing Number field. Enter " 071000013 "

accounts, credit union accounts and credit card checks do not allow for electronic payments. Check with your banking institution or credit card company to be certain.

*Direct Deposit Account Type:

Routing Number:

Step	Action
6.	Click in the Account Number field. <input type="text"/>
7.	Enter your account number. For this exercise we will use a fictitious account number, 1234. Enter the desired information into the Account Number field. Enter " 1234 ".

Sean Student

Instructions
Please enter your new bank account and/or transit number.

*Direct Deposit Account Type:

Transit Number:

Bank Name: JPMorgan Chase Bank

Account Number: * Re-type Account Number:

123456789 1234567891011

Transit Number Account Number

Step	Action
8.	Click in the Re-type Account Number field. <input type="text"/>
9.	Re-enter the account number here for verification. Enter the desired information into the Re-type Account Number field. Enter " 1234 ".
10.	Click the Save button. <input type="button" value="Save"/>

Direct Deposit

Save Confirmation

✓ The Save was successful.
An email confirmation will be sent to you.

Step	Action
11.	You will receive a confirmation message when you save, and an email confirmation will be sent to you, as well. Click the OK button. <input type="button" value="OK"/>
12.	This concludes the lesson on setting up a Direct Deposit. End of Procedure.

If you need further assistance, please contact the Office of Student Accounts
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847-491-5224
studentaccounts-ev@northwestern.edu

Chicago office:
312-503-8503
studentaccounts-chicago@northwestern.edu