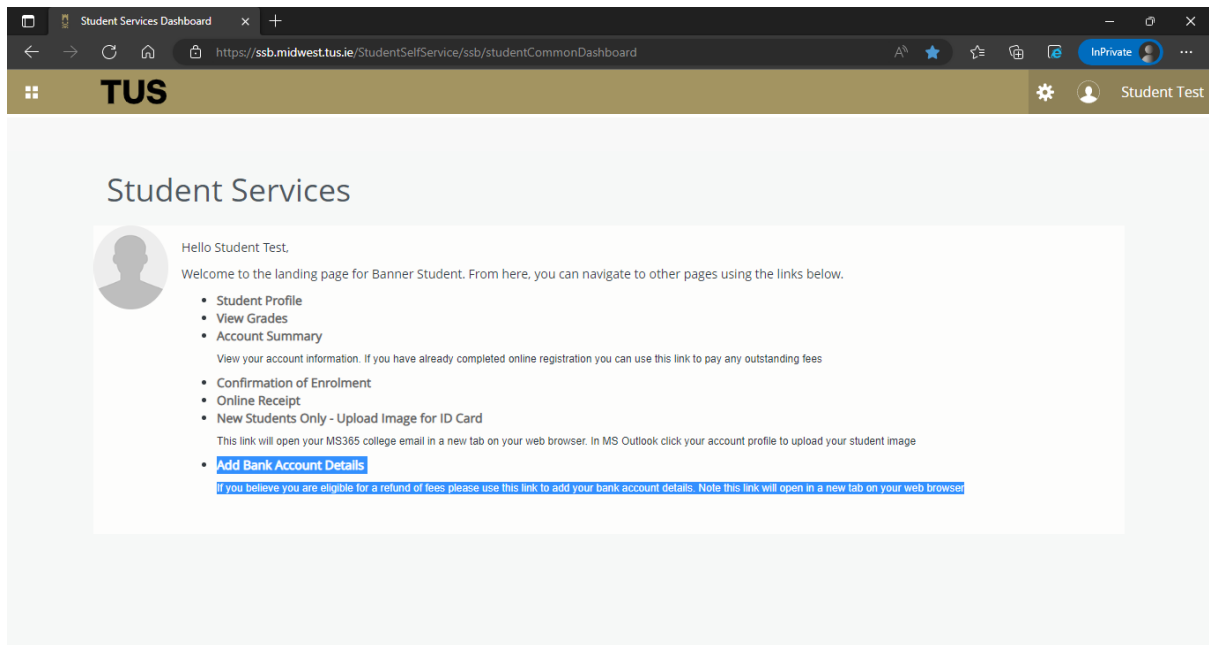# User Guide

Add Bank Account Details

on Banner 9 Student Self-Service

V1.0

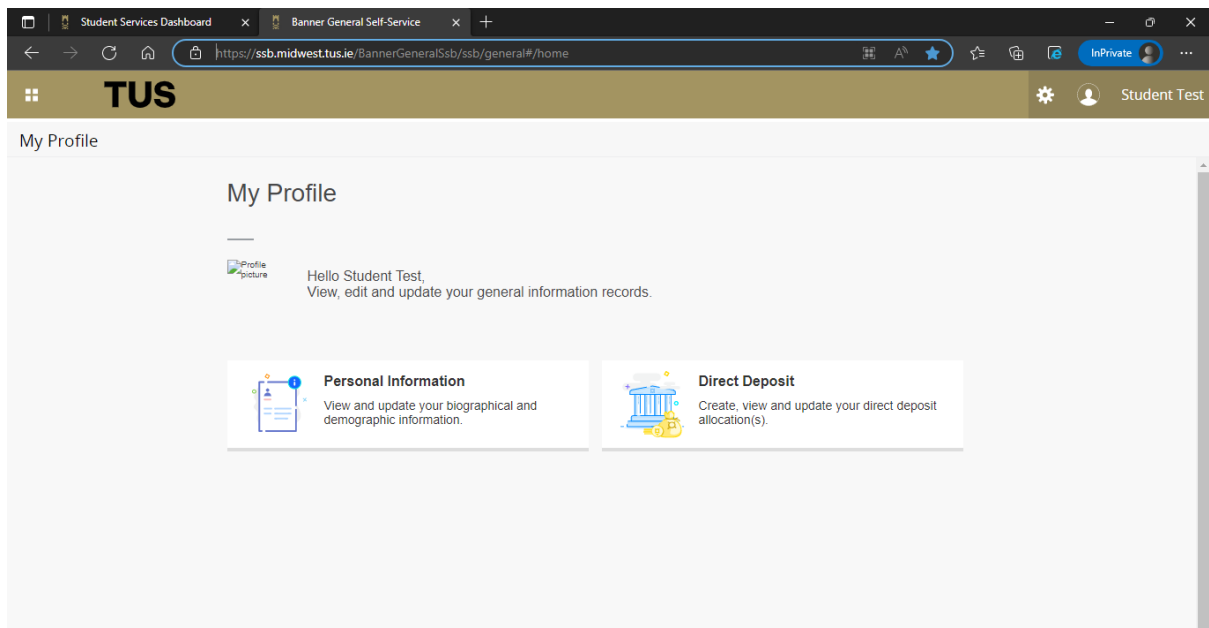**Nov 2022**

From the student landing page of Banner Student Self-Service choose **Add Bank Account Details.**

A new page in Banner General Self-Service will open in a new web browser tab as shown below. Select **Direct Deposit**

The **Direct Deposit** page will open as below. A message stating that '*You have not added an Accounts Payable allocation yet"* will show by default if Bank Account details are not already stored on the database.
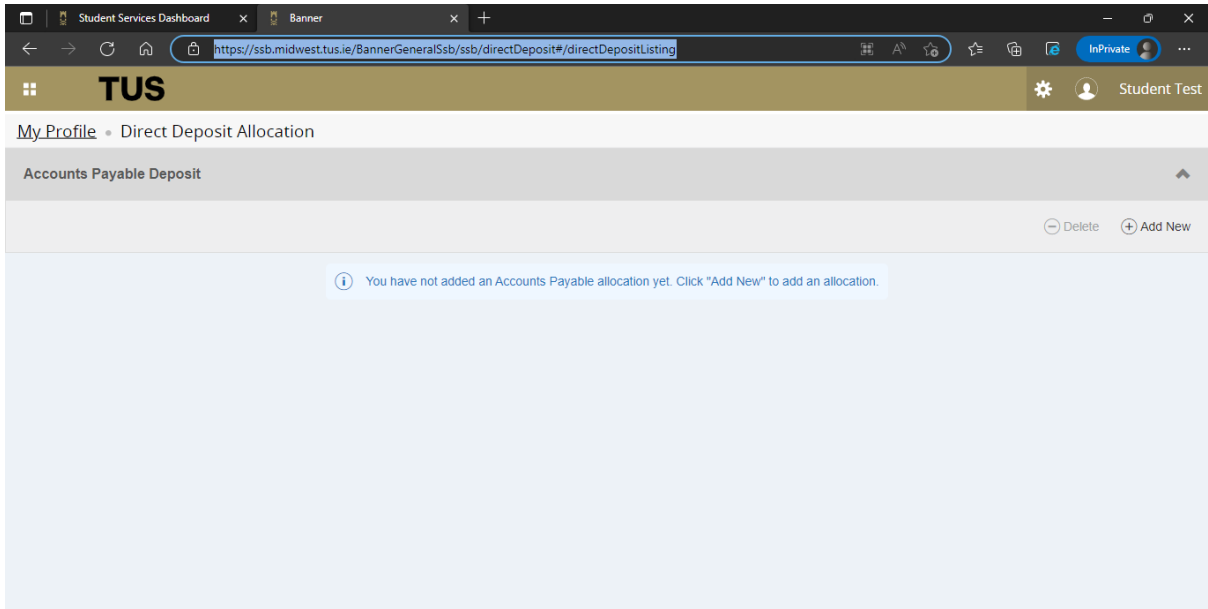

To add a new Bank Account click **Add New**. The following screen will open.

Enter account details. Ensure to select **Account Type** of **Checking** from the drop-down

Note Bank Routing Number will be your BIC and Account Number is your IBAN. Click **Save New Deposit** when complete.
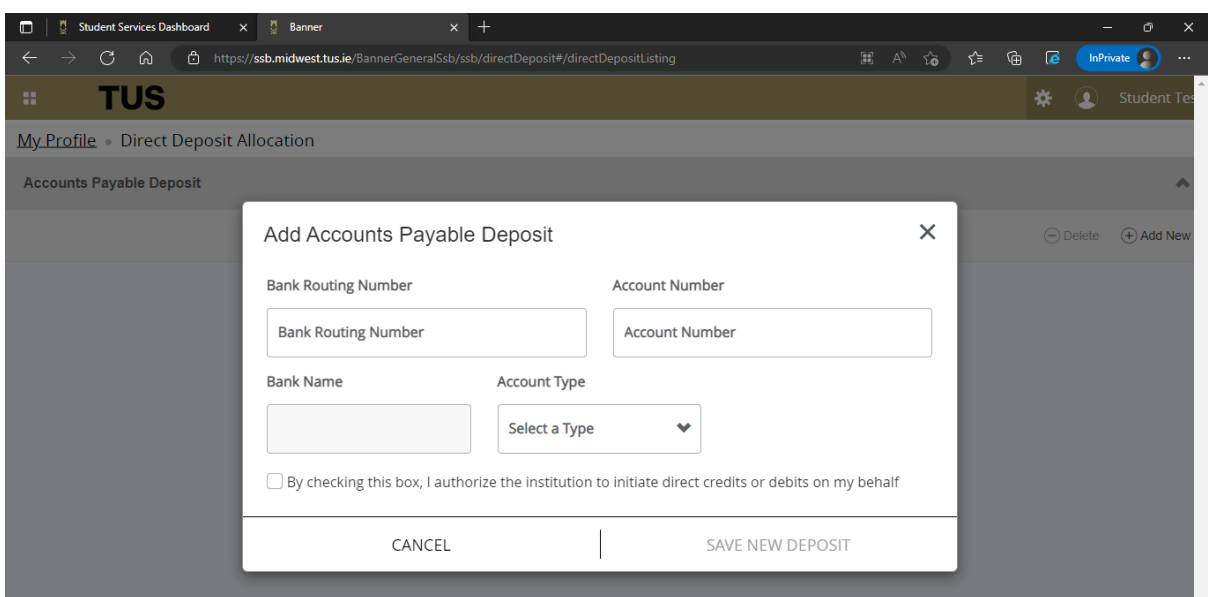
Once the details are saved the page below is shown. Note only one account can exist. To change or delete existing account details choose Delete and then Add New
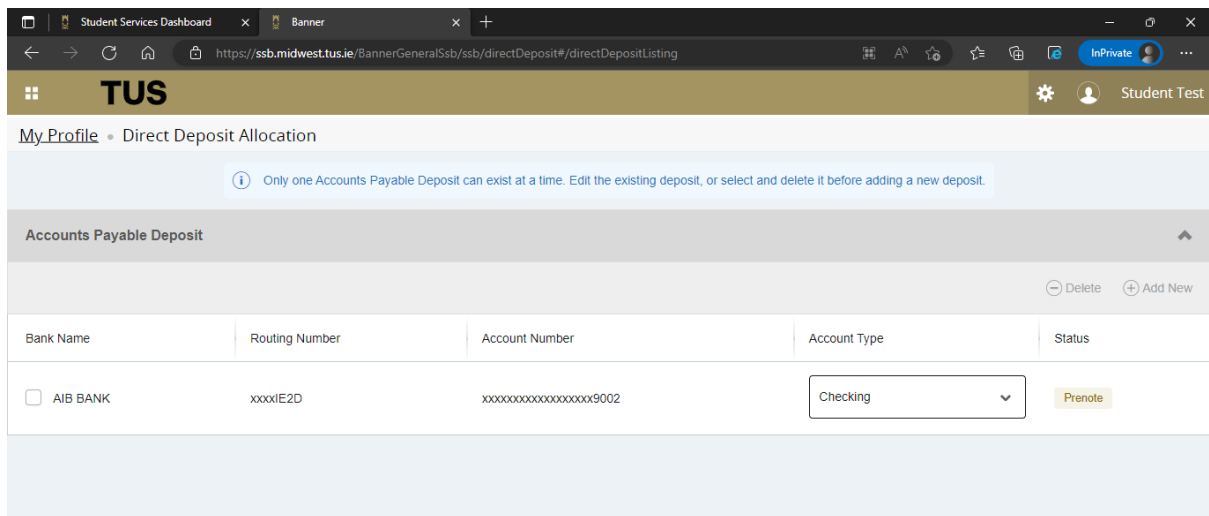
In order to protect your privacy once all tasks are complete, go to Profile Name on the top-right corner and choose **Sign-Out** to sign-out of **Banner General Self-Service**.

The existing student landing page already open in Student Self-Service will remain open until you **Sign-Out.**