

## **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** 

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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.

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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.

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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

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In order to protect your privacy once all tasks are complete, go to Profile Name on the topright 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.** 

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