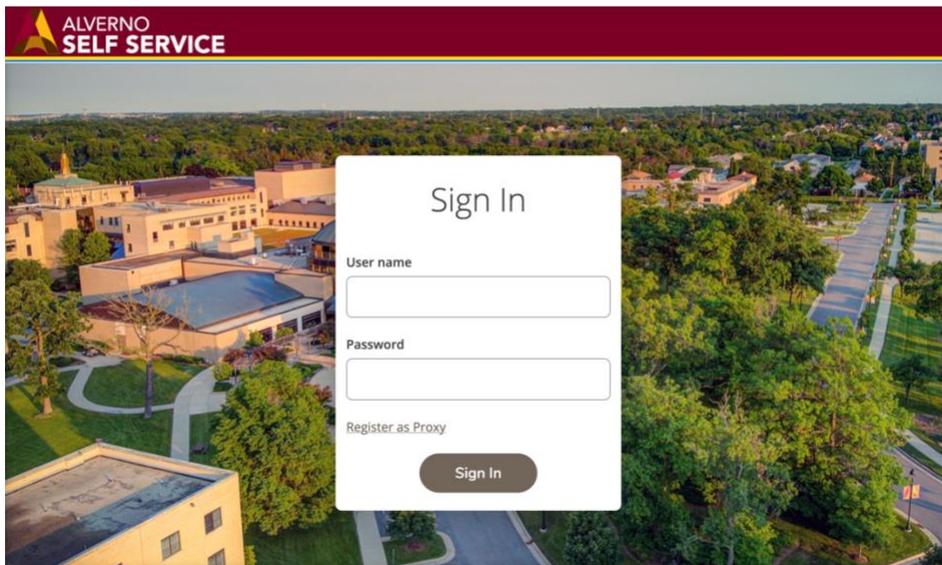


# Alverno Direct Deposit Setup Instructions – Self Service

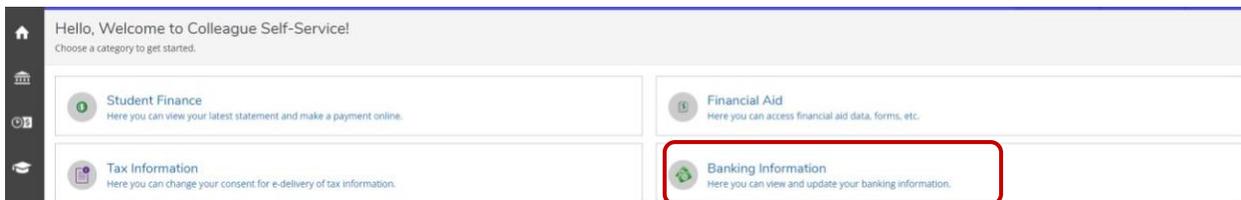
Manage your bank account information through Self Service. Students will be able to view, set-up, or change their Student Refund Direct Deposit bank account.

The steps below will guide you through this simple process:

1. **Log in to Self Service** by visiting [alverno.edu/self-service](http://alverno.edu/self-service)
  - a. Use your Alverno username and password. Your username will be your email without the @alverno.edu part. If you have login problems, please submit a ticket by emailing [helpdesk@alverno.edu](mailto:helpdesk@alverno.edu).

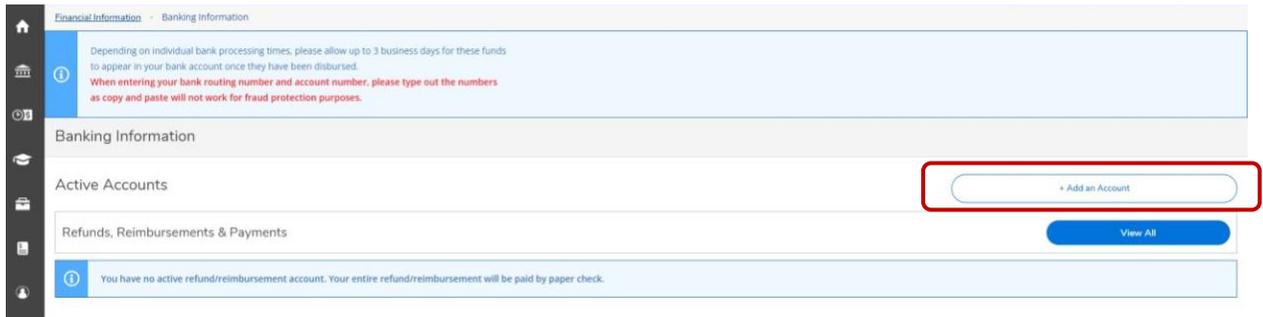


2. Click the **Banking Information** tab

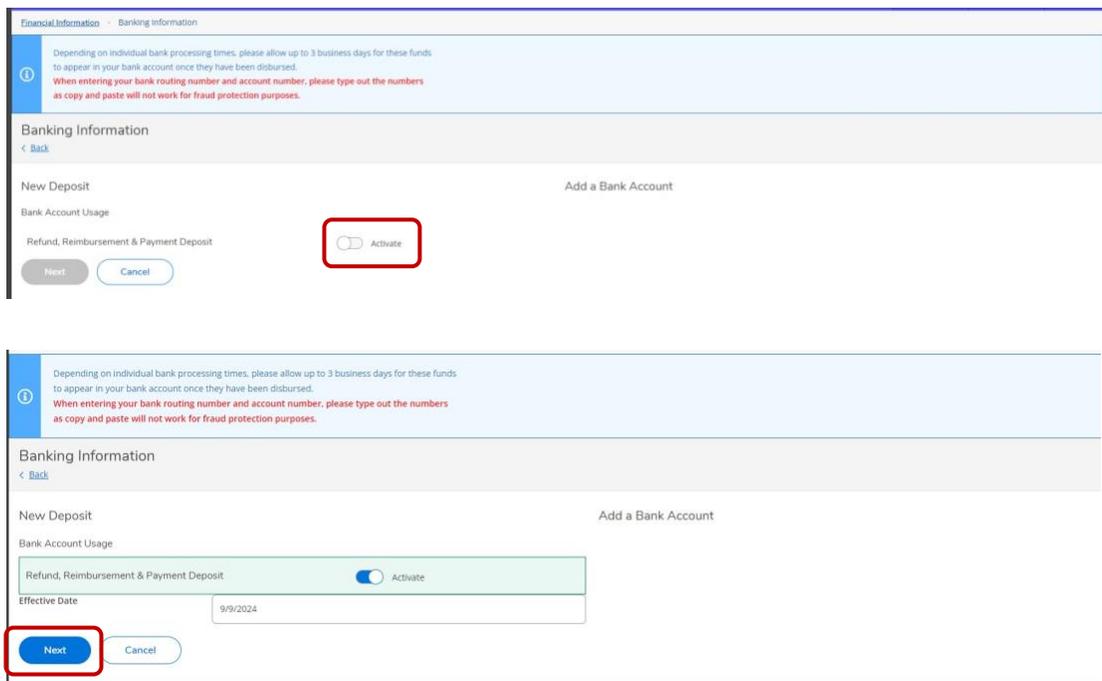


- a. Once you click the **Banking Information** tab, the system will display your pre-existing Student Refund Direct Deposit Accounts.
- b. If you don't have a pre-existing Student Refund or Employee Reimbursement Direct Deposit Account set up, the system will display a message stating, "You have no active refund/reimbursement accounts. Your entire refund/reimbursement will be paid by paper check."

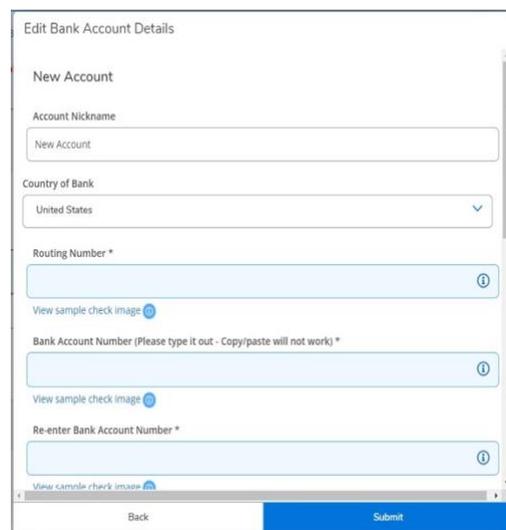
3. Click **Add an Account** to add bank account information.



a. On the next page, slide the activate toggle to allow entry of a new account. Then, click next.



b. Enter an **Account Nickname** in the popup window as well as the **Bank Routing Number** and **Bank Account Number**. You will have to confirm the bank account number. *You will not be able to copy paste those numbers for security purposes. You will need to type them out.*

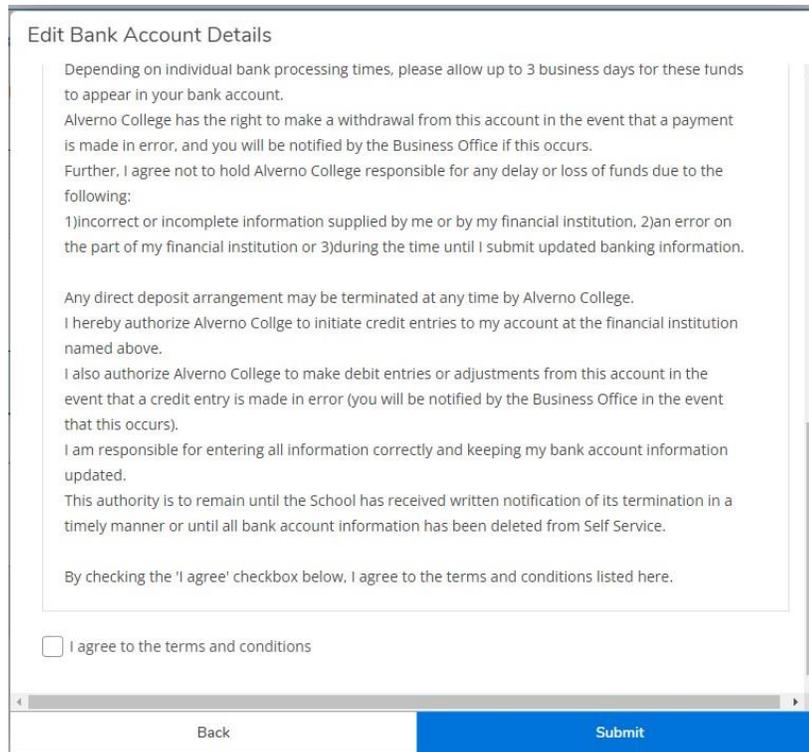


c. Select if this is a **checking or savings account**.



The screenshot shows a web form titled "Edit Bank Account Details". Below the title is a dropdown menu with the word "Checking" selected and a blue downward-pointing arrow on the right side. The form is enclosed in a light gray border.

d. Read and agree to the terms and conditions by **checking the box** and clicking the **Submit** button.



The screenshot shows the "Edit Bank Account Details" form with the terms and conditions section expanded. The text reads: "Depending on individual bank processing times, please allow up to 3 business days for these funds to appear in your bank account. Alverno College has the right to make a withdrawal from this account in the event that a payment is made in error, and you will be notified by the Business Office if this occurs. Further, I agree not to hold Alverno College responsible for any delay or loss of funds due to the following: 1)incorrect or incomplete information supplied by me or by my financial institution, 2)an error on the part of my financial institution or 3)during the time until I submit updated banking information. Any direct deposit arrangement may be terminated at any time by Alverno College. I hereby authorize Alverno Collge to initiate credit entries to my account at the financial institution named above. I also authorize Alverno College to make debit entries or adjustments from this account in the event that a credit entry is made in error (you will be notified by the Business Office in the event that this occurs). I am responsible for entering all information correctly and keeping my bank account information updated. This authority is to remain until the School has received written notification of its termination in a timely manner or until all bank account information has been deleted from Self Service. By checking the 'I agree' checkbox below, I agree to the terms and conditions listed here." Below the text is an unchecked checkbox labeled "I agree to the terms and conditions". At the bottom of the form are two buttons: "Back" and "Submit".

You will return to the Banking Information screen where you will see your newly added account.

The system will also send an **email notification**, which indicates that a change has been made to your account. This is another security measure. An email notification is sent every time a change is made to your student refund banking information.

Please email [student.accounts@alverno.edu](mailto:student.accounts@alverno.edu) or call 414-382-6262 if you have any questions.