

## Signing Up for Direct Deposit

1. From the Student Center, click "Student Direct Deposit."

The screenshot displays a student portal dashboard with several sections:

- Academics:** Includes links for Search, Plan, Enroll, and My Academics. A message states "You are not enrolled in classes." with an enrollment shopping cart link. A search box contains "other academic..."
- Finances:** Includes a "My Account" section with a red circle around "Student Direct Deposit". Other links include View My Account, Fee Invoice, UCF Textbook Tax Management, Financial Aid, and UCF Textbook Purchase Program. A message states "You have no outstanding charges at this time." with a "Due Charges / ePay" link. A "To View:" section provides instructions on using account links for charges and tuition.
- Personal Information:** Includes links for Demographic Data, Emergency Contact, Names, FERPA/Directory Restriction, and UCF Alert. A "Contact Information" box contains links for Mailing Address, Permanent Address, Phone Numbers, and Email Addresses. A search box contains "other personal..."
- Right Sidebar:** Contains a "SEARCH FOR CLASSES" button, "Holds" (No Holds), "To Do List" (Integrity CITI, RCR Core Workshop, RCR Elective Workshop), "Enrollment Dates" (details), and "Advisor" (Program Advisor: None Assigned).

2. Click on "Enroll in Direct Deposit."

Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center > Enroll in Direct Deposit

**ORACLE**

go to ... ▾ >>

<b>My Account</b>	<b>Due Charges/ePay</b>	<b>Manage Direct Deposit</b>
direct deposit		bank accounts

### My Direct Deposits

**i** You are currently not enrolled in Direct Deposit.

**ENROLL IN DIRECT DEPOSIT**

**My Account** **Due Charges/Epay** **Manage Direct Deposit**

Direct Deposit Bank Accounts

go to ... ▾ >>

3. Enter Bank Account Details. Nickname can be any "name" you choose. Click "Next" once all fields are filled in.

**ORACLE**

go to ... >>

**My Account**   **Due Charges/ePay**   **Manage Direct Deposit**

direct deposit   ||   bank accounts

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### Manage My Bank Accounts

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### Add Bank Account Details

Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact Student Account Services.

Bank Details	
Nickname	<input type="text" value="Bank 1"/>
Account Type	<input type="text" value="Checking"/> <a href="#">View Sample Check</a>
Routing Number	<input type="text"/>
Account Number	<input type="text"/>
Confirm Account Number	<input type="text"/>
Account Holder	<input type="text" value="Ima Knight"/>

Bank Location is United States  
Currency used is US Dollar

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**My Account**   **Due Charges/ePay**   **Manage Direct Deposit**

[Direct Deposit](#)   [Bank Accounts](#)

go to ... >>

4. Click "Proceed to Enroll in Direct Deposit."

**ORACLE**

go to ...

**My Account**   **Due Charges/ePay**   **Manage Direct Deposit**


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**Manage My Bank Accounts**

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**Result**

 **You have successfully added the bank account Bank 1.**

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**Bank Details**

<b>Nickname</b>	Bank 1
<b>Account Type</b>	Checking
<b>Routing Number</b>	
<b>Account Number</b>	X9999
<b>Account Holder</b>	Ima Knight

[ADD ANOTHER BANK ACCOUNT](#)   [PROCEED TO ENROLL IN DIRECT DEPOSIT](#)

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**My Account**   **Due Charges/ePay**   **Manage Direct Deposit**

[Direct Deposit](#)   [Bank Accounts](#)

go to ...

5. Confirm information and click again on "Proceed to Enroll in Direct Deposit."

**ORACLE**

go to ...

**My Account**   **Due Charges/ePay**   **Manage Direct Deposit**

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### My Direct Deposits

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### Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank account not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Enroll in Direct Deposit.

**Bank Account Summary as of 02/12/2015**

Bank Account Nickname	Bank Account Type	Bank Account Number
Bank 1-9999	Checking	X9999

[ADD ANOTHER BANK ACCOUNT](#)   [PROCEED TO ENROLL IN DIRECT DEPOSIT](#)

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**[My Account](#)**   **[Due Charges/ePay](#)**   **[Manage Direct Deposit](#)**

[Direct Deposit](#)   [Bank Accounts](#)

go to ...

6. Select bank account from the drop down menu. Click "Next."

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[My Account](#)[Due Charges/ePay](#)[Manage Direct Deposit](#)

direct depositbank accounts

### Enroll in Direct Deposit

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### Add Direct Deposit

We can only send your student account refund to a single bank account. Please select one bank from the dropdown. We will distribute any available credit balance on the student account to this bank account. Click Next.

**Direct Deposit Distribution**

Bank Account Nickname
bank 1-9999

Currency used is US Dollar

[My Account](#) [Due Charges/Epay](#) [Manage Direct Deposit](#)

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»»

7. Read through the terms and conditions and click the checkbox underneath "The agreement is dated" and click "Submit."

go to ... >>

<b>My Account</b>	<b>Due Charges/ePay</b>	<b>Manage Direct Deposit</b>
direct deposit		bank accounts

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### Enroll in Direct Deposit

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#### Agreement

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrollment.

<b>Bank Name</b>
bank 1-9999

Currency used is US Dollar

I hereby authorize, in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA"), University of Central Florida (UCF) to credit any reimbursements or refunds due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank and bank account referenced and owned by me. Further, if UCF deposits funds to my account(s) which I am not entitled to receive, I authorize UCF to direct the bank to return the funds deposited. This authorization will remain in effect until cancelled. I will submit an updated authorization if I change my bank account, close my bank account, or change financial institutions. Any cancellation must be received by UCF in such a manner as to afford UCF reasonable opportunity to act on it. This agreement is not applicable to PLUS loan refunds payable to a parent.

You may change your account information as necessary. Funds will be available depending on timing of this submission.


Should you wish to cancel your direct deposit enrollment, please come to Student Account Services.

**The agreement is dated:** 02/12/2015

CANCEL | BACK | SUBMIT



8. You are now enrolled in direct deposit!




My AccountDue Charges/ePayManage Direct Deposit

direct depositbank accounts

### Enroll in Direct Deposit

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### Result

 **Congratulations! You are now enrolled in direct deposit.**

View the summary below.

Bank Name
bank 1-9999

Currency used is US Dollar

GO TO DIRECT DEPOSIT SUMMARY

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My AccountDue Charges/EpayManage Direct Deposit

Direct DepositBank Accounts

