

How to Sign Up for Direct Deposit on Refunds



Log onto my.svsu.edu



Click on the self-service link under Applications towards the middle of the screen.

The screenshot displays the my.svsu.edu user interface. At the top left is the my.svsu logo. Below it is a 'Menu' button. A yellow banner contains a message dated 11/05/2012 regarding student registration and placement testing. The main content area is divided into several sections:

- Inbox (Unread):** Shows 'You Have 1 Unread Messages' and a message from Office365.
- Applications:** A list of application links including Ascend, Canvas, OneDrive, Virtual Computer Labs, Network Drives, Print Balance, Change Password, Directory Lookup, Maintenance Request, Submit an IT Services Support Ticket, Colleague UI 5, **Self-Service** (highlighted in yellow), SVSU Mail List, and Passport.
- Bookmarks:** A section for saved links.
- Announcements:** A notice from MAR 2 (9:54 AM) about a 'NEW Self-Service Password Reset System' implemented by Information Technology Services.
- Campus News:** A section stating 'There are no news articles to display.'
- Newsletters:** A section listing 'Interior' and 'In the Loop' newsletters.



Click on Banking information.

my **EVSU** Self Service kakaczm1 Sign out Help 1

Hello, Welcome to Self Service!
Choose a category to get started.

Notifications

Title	Details	Link
See Advising Center	Saginaw Valley requires all new students to complete basic skills placement testing (if needed) and meet with an advisor at an orientation program. Your registration has been blocked pending compliance with this policy, which will be completed at an orientation program before your initial enrollment. If you have any questions, please contact the Academic Advisement Center.	Advisement Center Homepage

Student Finance
Here you can view your latest statement and make a payment online.

Financial Aid
Here you can access financial aid data, forms, etc.

Tax Information
Here you can change your consent for e-delivery of tax information.

Banking Information
Here you can view and update your banking information.

Employee
Here you can view your Position History and Stipend History.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

Course Catalog
Here you can view and search the course catalog.

Graduation Overview
Here you can view and submit a graduation application.



Click on Add Account button.

my **EVSU** Self Service [Redacted] Sign out Help 1

[Financial Information](#) • [Banking Information](#)

Banking Information

Active Accounts + Add an Account



If you have previously set up direct deposit, you will need to confirm your previous account before proceeding by adding your full bank account number. Once finished, click on confirm.

Confirm your bank account number

Wildfire CU Account Ending: ... [REDACTED]

Bank Account Number

[REDACTED] ⓘ


You must confirm a pre-existing account number to continue.


Cancel Confirm



Click on the activate button next to Refund, Reimbursement & Payment Deposit.


Add a Bank Account

Refund, Reimbursement & Payment Deposit  Activate

 Once this screen populates, click on the next button.

Add a Bank Account

Refund, Reimbursement & Payment Deposit	<input checked="" type="checkbox"/> Activate
Effective Date	4/1/2021

 Enter in all of your banking information and agree to the terms and conditions. Click submit.

Edit Bank Account Details

New Account

Account Nickname

Country of Bank

Routing Number *

[View sample check image](#)

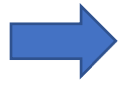
Bank Account Number *

[View sample check image](#)

Re-enter Bank Account Number *

[View sample check image](#)

Account Type



After you click on submit, it will bring you back to the banking information page. It will show you that the new account has not been verified. Click on the arrow under the view all button.

Refunds, Reimbursements & Payments	Verification	View All
New Account	Not Verified	



Enter your bank account number in the blue section and click on confirm when you are finished.

Confirm your bank account number

New Account Account Ending: ...

Bank Account Number

You must confirm a pre-existing account number to continue.

[Cancel](#) [Confirm](#)



Click on the save button.

Banking Information
[< Back](#)

New Account Account # ... [View Bank Account Details](#)

Bank Account Usage

Refund, Reimbursement & Payment Deposit Activate

Verification ⚠ Not Verified

Effective Date 4/2/2021

[Save](#) [Cancel](#)

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Once your financial institution has verified your banking information, it will say verified on the main Banking information screen. The verification process for new accounts is performed weekly. See below.

Verification

✓ Verified



Additional help topics can be accessed from the Help menu on the top right of the screen.