Setting Up Direct Deposit

Step 1: Go to selfservice.ashland.edu/Student and enter your login credentials.
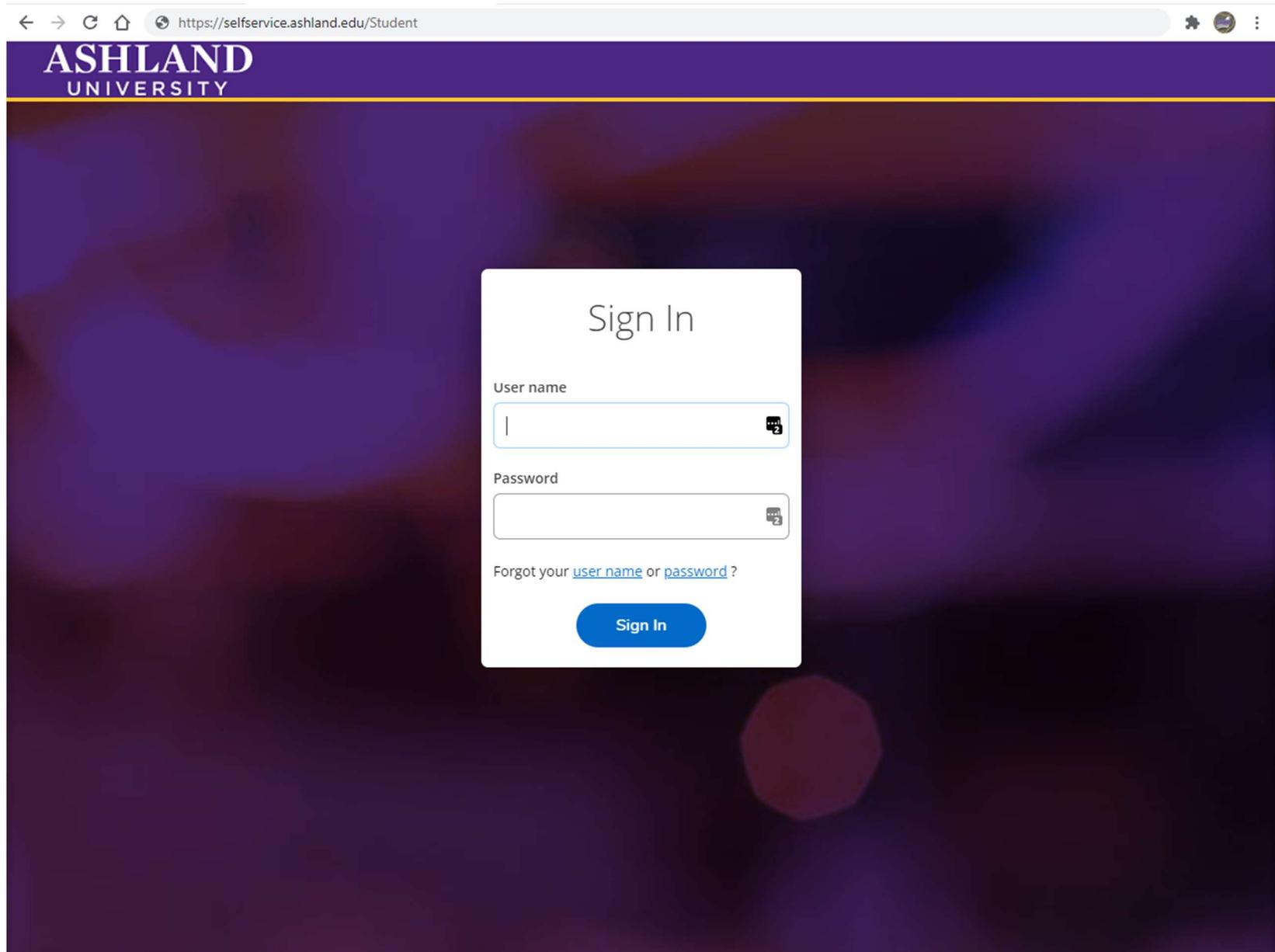
Step 2: On the next page, select Banking Information.

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

Employee
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

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

Grades
Here you can view your grades by term.

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

Financial Management
Here you can view the financial health of your cost centers and your projects.

Student Finance Admin
Here you can view the Student Finance information as a student would so you can help the student with any questions.

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

Student Accounts
Here you can view your account and make a payment online

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Step 3: Click + Add an Account

Banking Information

Active Accounts

+ Add an Account

Employees of Ashland University are permitted to change their bank account information for both Payroll Deposits and Refunds/ Reimbursement. Payments to you will be deposited into the account designated on this form until Ashland University is notified that you wish to cancel this authorization or designate a different financial institution or account. Account cancellations and/or changes must be made online via this self-service form. If you enter a new account, the verification below will appear as "Not Verified". The Payroll Office or Student Accounts Office will process the verification process prior to the next transactions being posted. If there is an issue, we will reach out to you directly.

Step 4: You will then have the choice to set up direct deposit for payroll and/or refunds. Select which option(s) in which you are setting up direct deposit.
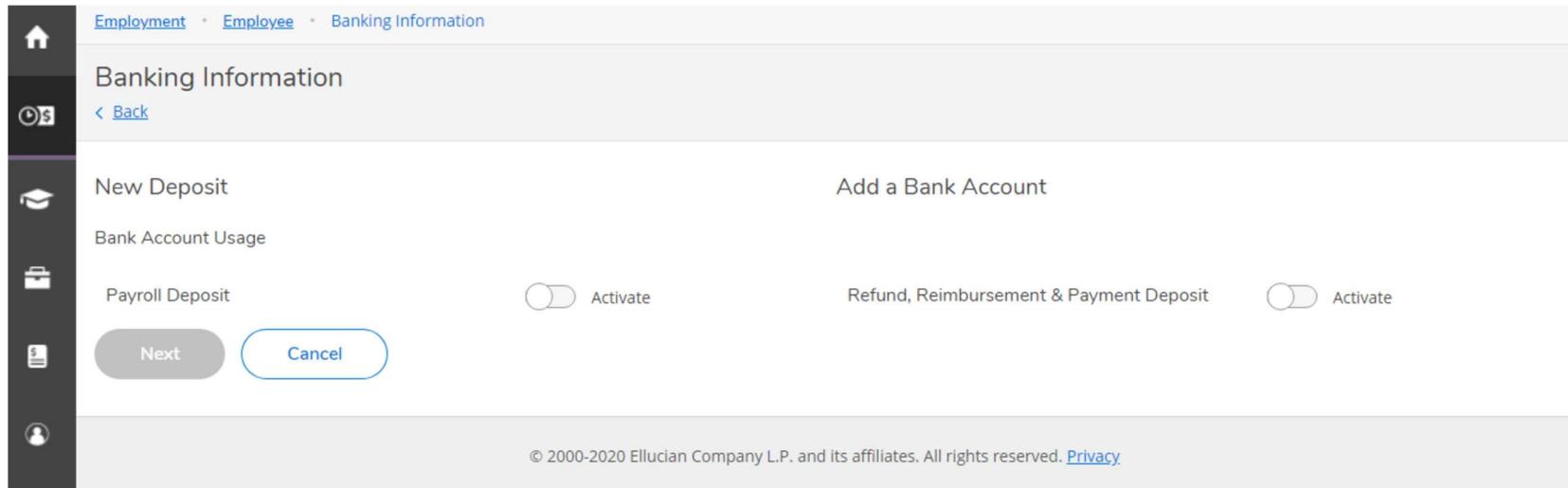
Step 5: Enter in an account nickname, country of bank, routing number, account number, and select account type. Once you are finished click submit. You will then receive an email confirming that you have successfully submitted your banking information. (It may show that the bank information is not verified. This is something that the University will do on our end. You will not have to do anything further to verify.)