Setting Up Direct Deposit

Step 1: Go to www.ashland.edu. Click on My AU, this will bring down a dropdown box where you can select WebAdvisor.
Step 2: Click on Log In and enter in your login credentials.
**Step 3:** Once logged into WebAdvisor, select Self-Service.
**Step 4:** On the next page, select Banking Information.
**Step 5:** Click on +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 6: You will have an option to set up direct deposit for payroll and refunds. Select which option you are setting up for direct deposit and click next.
Step 7: 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. The student will not have to do anything further to verify.