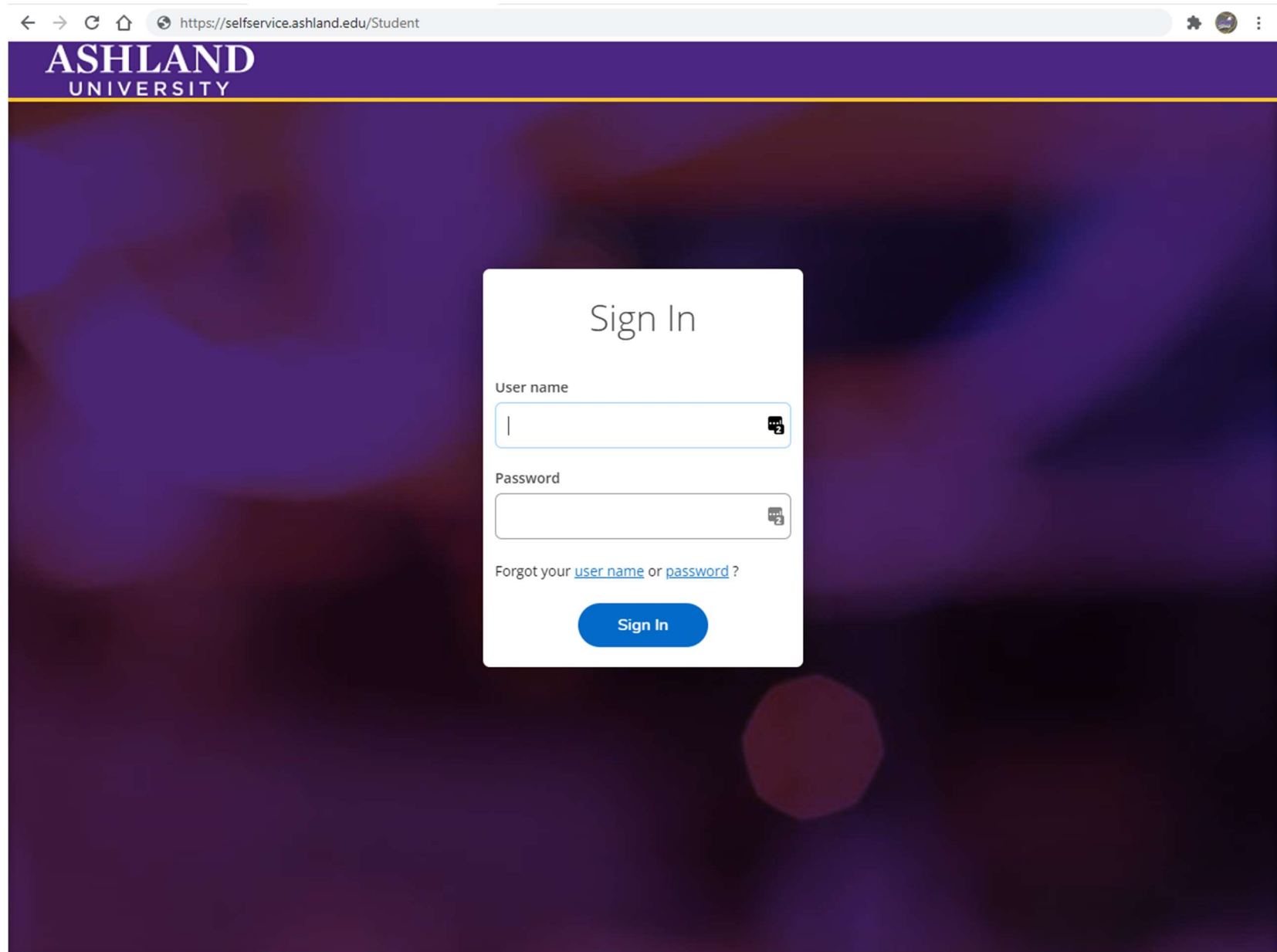


Setting Up Direct Deposit

Step 1: Go to selfservice.ashland.edu/Student and enter your login credentials.



The screenshot shows a web browser window with the address bar displaying <https://selfservice.ashland.edu/Student>. The page features a purple header with the Ashland University logo. The main content area has a dark purple background with a white sign-in form centered on the screen. The form includes fields for 'User name' and 'Password', a 'Forgot your user name or password?' link, and a blue 'Sign In' button.

ASHLAND
UNIVERSITY

Sign In

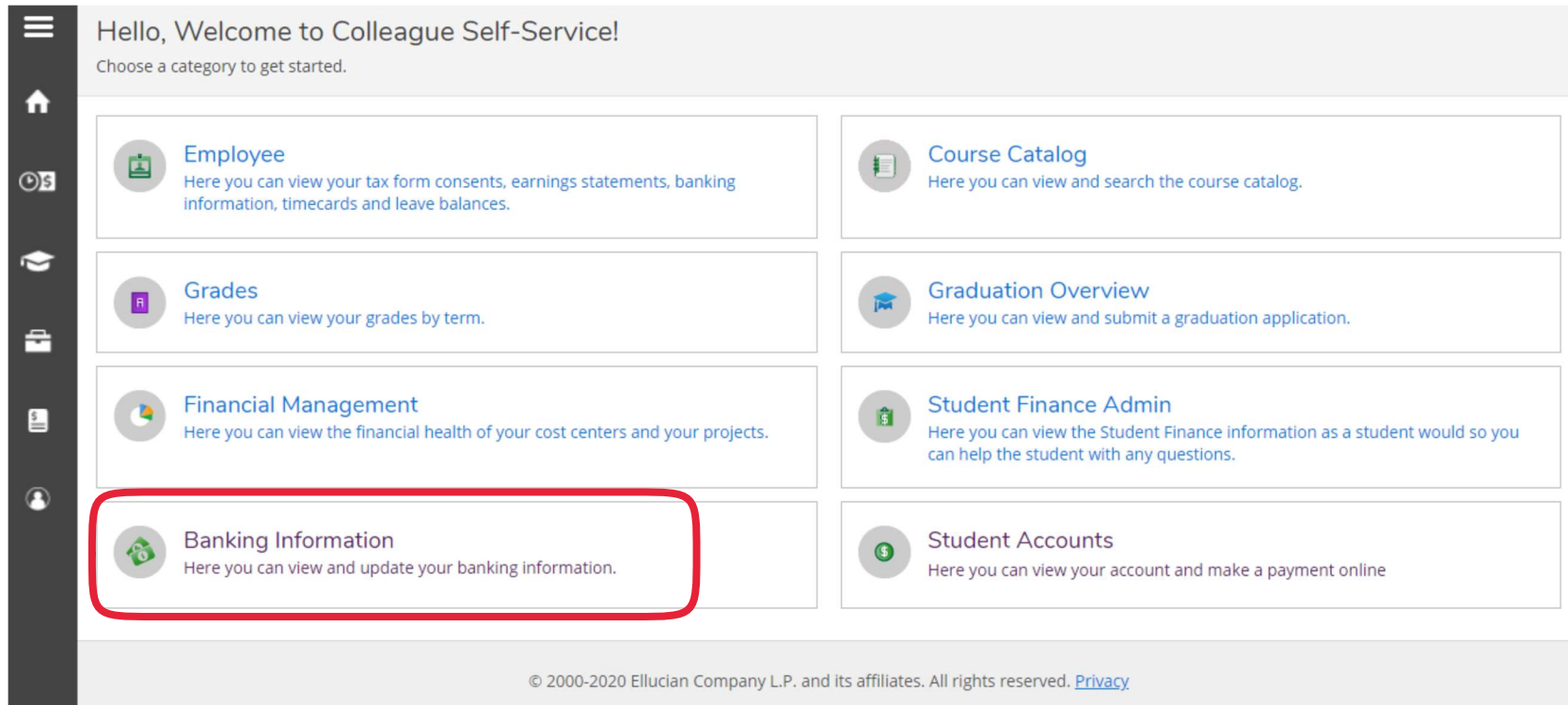
User name

Password

Forgot your [user name](#) or [password](#) ?

Sign In

Step 2: On the next page, select Banking Information.



The screenshot shows the 'Hello, Welcome to Colleague Self-Service!' page. A vertical sidebar on the left contains icons for menu, home, clock, graduation cap, briefcase, document, and user profile. The main content area has a header with the welcome message and a prompt to 'Choose a category to get started.' Below this are eight category tiles arranged in a 4x2 grid. The 'Banking Information' tile, located in the third row, first column, is highlighted with a red rounded rectangle. It features a green banknote icon and the text: 'Banking Information' and 'Here you can view and update your banking information.'

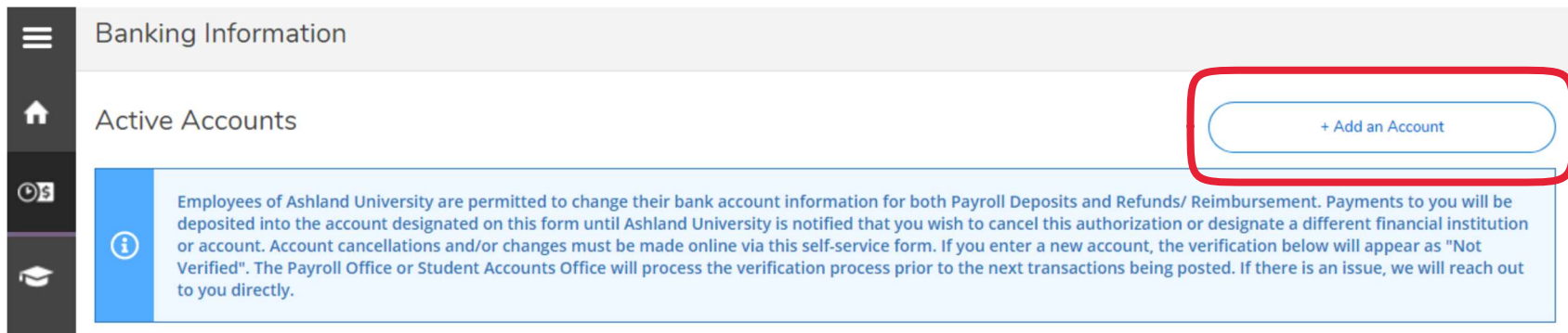
Hello, Welcome to Colleague Self-Service!

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



The screenshot shows the 'Banking Information' page. The sidebar is identical to the previous page. The main content area has a header 'Banking Information' and a sub-header 'Active Accounts'. A red rounded rectangle highlights a '+ Add an Account' button in the top right corner. Below the button is a blue information box with a white 'i' icon and text explaining the account change process for employees.

Banking Information

Active Accounts

[+ Add an Account](#)

i 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.

The screenshot shows a web interface with a dark sidebar on the left containing icons for home, clock, graduation cap, briefcase, document, and user. The main content area has a breadcrumb trail: [Employment](#) > [Employee](#) > [Banking Information](#). Below this is the title "Banking Information" and a "[Back](#)" link. The page is divided into two columns. The left column has a "New Deposit" section with a "Bank Account Usage" toggle for "Payroll Deposit" (currently off) and a "Next" button. The right column has an "Add a Bank Account" section with a "Refund, Reimbursement & Payment Deposit" toggle (currently off) and an "Activate" button. At the bottom of the page is a copyright notice: "© 2000-2020 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

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.)

The screenshot shows the same web interface as before, but with a modal form titled "Edit Bank Account Details" open. The modal has a "New Account" section with an "Account Nickname" field containing "New Account". Below this is a "Country of Bank" dropdown menu set to "United States". The "Routing Number *" field is empty and has an information icon. At the bottom of the modal is a "View sample check image" link with an information icon. The modal has "Back" and "Submit" buttons at the bottom. The background page is dimmed, showing the "Payroll Deposit" toggle and "Next" button.