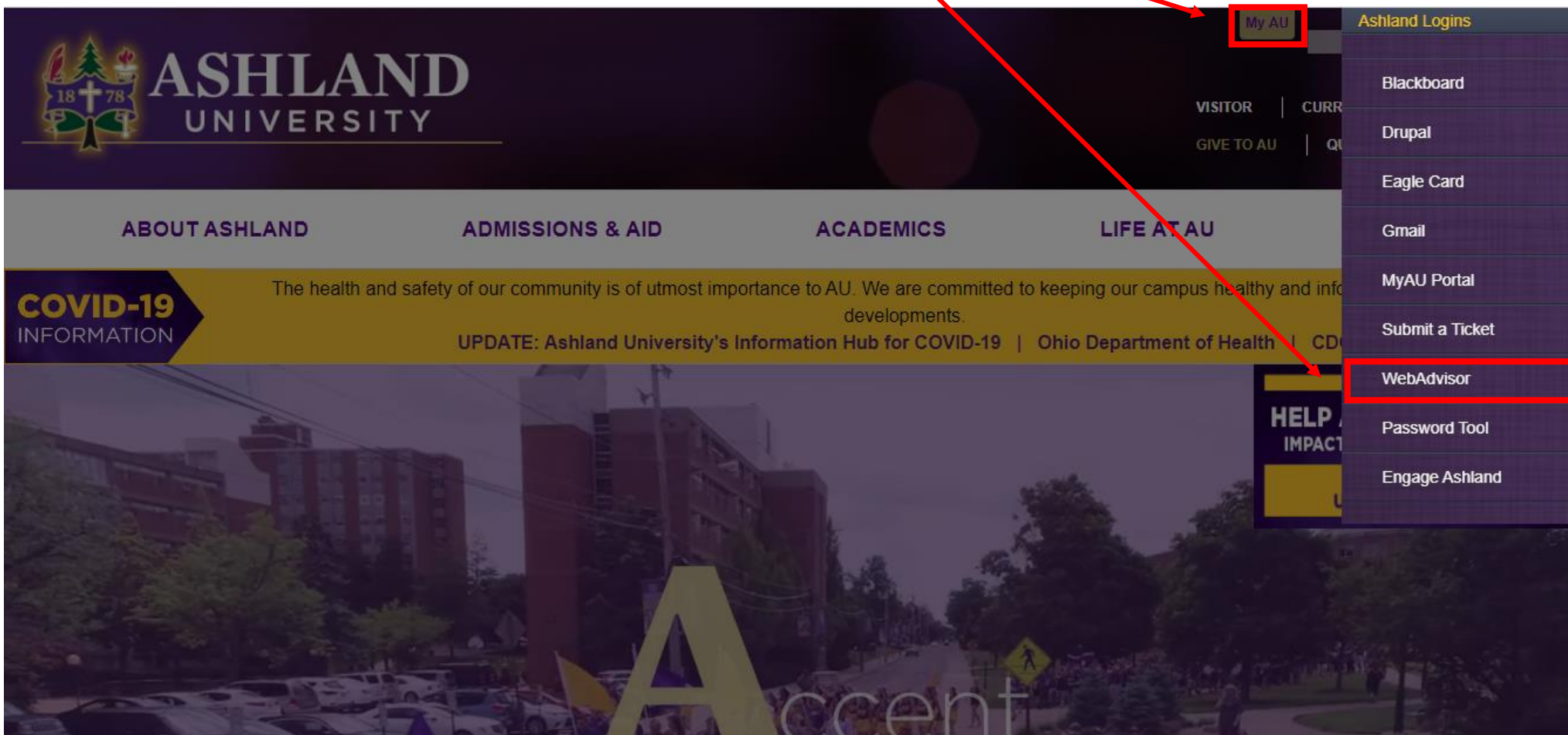


Setting Up Direct Deposit

Step 1: Go to www.ashland.edu. Click on My AU, this will bring down a dropdown box where you can select WebAdvisor.



The screenshot displays the Ashland University website header. The Ashland University logo is on the left. Navigation links include 'ABOUT ASHLAND', 'ADMISSIONS & AID', 'ACADEMICS', and 'LIFE AT AU'. A yellow banner for 'COVID-19 INFORMATION' is present. The 'My AU' dropdown menu is open, showing options: Blackboard, Drupal, Eagle Card, Gmail, MyAU Portal, Submit a Ticket, WebAdvisor (highlighted with a red box), Password Tool, and Engage Ashland. A red arrow points from the text above to the 'My AU' button and another red arrow points from the 'My AU' button to the 'WebAdvisor' option in the dropdown menu.

Step 2: Click on Log In and enter in your login credentials.

Ashland University

[LOG IN](#)

[MAIN MENU](#)

[CONTACT Us](#)

[Frequently Asked Questions](#)

[Please click here for a reader enhanced version of WebAdvisor](#)

Welcome Guest!

Use of WebAdvisor constitutes acceptance of the University's [Acceptable Use Policy](#).

If you don't know your username or password, you can find it by clicking on the 'Account Information' link in the lower right portion of this page.

Select your point of entry to the right.

Students

[Account Information](#)

[LOG IN](#)

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WebAdvisor_{3.2}
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Step 3: Once logged into WebAdvisor, select Self-Service.



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Welcome

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Select your point of entry to the right.

main menu

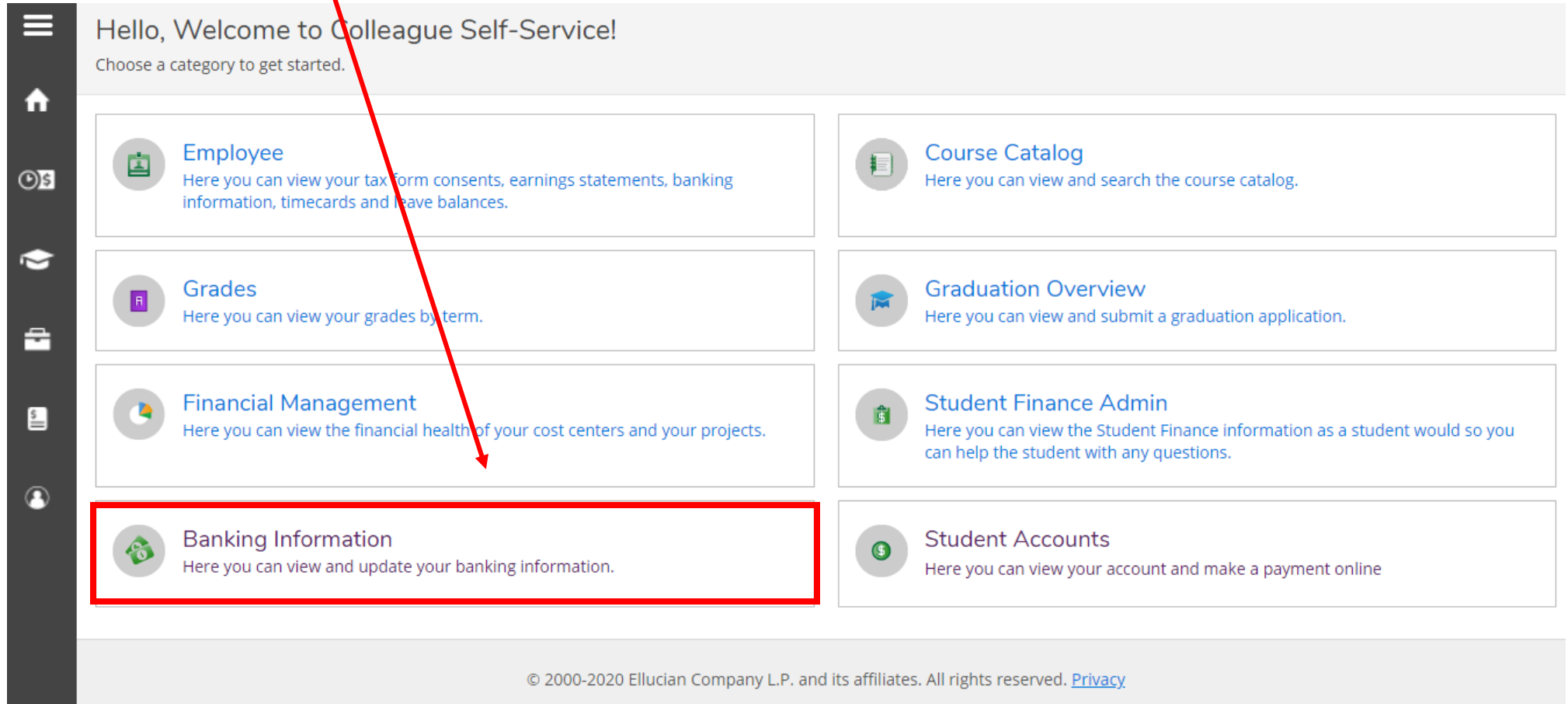
- Students
- Faculty
- Employees
- Advisors
- Self-Service**

[Account Information](#)

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WebAdvisor 3.2
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Step 4: On the next page, select Banking Information.



The screenshot shows the 'Colleague Self-Service' portal. A red arrow points from the top of the page down to the 'Banking Information' tile, which is highlighted with a red border. The page features a dark sidebar with navigation icons and a main content area with a grid of service tiles.

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 5: Click on +Add an Account.

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 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.

The screenshot shows a web application interface for setting up banking information. On the left is a dark vertical sidebar with icons for home, back, graduation cap, briefcase, document, and user profile. The main content area has a breadcrumb trail: [Employment](#) · [Employee](#) · [Banking Information](#). Below this is a header section with the title "Banking Information" and a "[Back](#)" link. The main content is split into two columns. The left column is titled "New Deposit" and contains a section "Bank Account Usage" with two options: "Payroll Deposit" and "Refund, Reimbursement & Payment Deposit". Each option has a toggle switch and the word "Activate". The "Payroll Deposit" toggle is currently turned off. The right column is titled "Add a Bank Account". At the bottom of the main content area are two buttons: "Next" (a grey button) and "Cancel" (a white button with a blue border). A footer at the bottom of the page contains the copyright notice: "© 2000-2020 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

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.

