



ENROLL IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

The following steps show how to add a Bank Account on Self-Service and enroll in Direct Deposit to receive refunds and work study payments.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Campus Finances**.

Account Inquiry | Electronic Payments/Purchases | Account Services

direct deposit | bank accounts

My Accounts

i You have not created an account profile. Click the Add Account button to add new account details.

ADD ACCOUNT

STEP# 4: Click **Manage My Accounts**.

STEP# 5: On the **My Accounts** page, click the **Add Account** button. You will then be prompted to enter your **Financial Institution Details**. After

Enter the account details below and click next to proceed. If your financial institution is not listed, please contact the Bursar's Office. If you would like to learn about the Scholar Support Card program, please visit the [CUNY Scholar Support card site](#).

Financial Institution Details

Nickname	<input type="text" value="Test Account"/>
Account type	<input type="text" value=""/>
Routing Number	<input type="text" value="011000138"/> BANK OF AMERICA, N.A.
Account Number	<input type="text" value="123456789"/>
Confirm Account Number	<input type="text" value="123456789"/>
Account Holder	<input type="text" value="Test T. Account"/>

[View Sample Check](#)

STEP# 6: To make the bank account you just added as your direct deposit account, click the **Enroll In Direct Deposit** button.

The screenshot shows a web interface with three tabs: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. The 'Account Inquiry' tab is active, showing 'direct deposit' and 'bank accounts' sub-sections. Below the tabs is a 'Manage My Accounts' section with a 'Result' heading. A green message box with a checkmark states: 'You have successfully added the account Test Account.' Below this is a 'Financial Institution Details' table:

Nickname	Test Account	
Account Type	Checking	
Routing Number	011000138	BANK OF AMERICA, N.A.
Account Number	XXXXX6789	
Account Holder	Test T. Account	

At the bottom of the page are two buttons: 'ENROLL IN DIRECT DEPOSIT' (highlighted in yellow) and 'MANAGE MY ACCOUNTS'.

STEP# 7: On the **Enroll in Direct Deposit** panel, select the Account Nick-

The screenshot shows the 'Enroll in Direct Deposit' panel with 'direct deposit' and 'bank accounts' tabs. The 'Add Direct Deposit' section is active, with the instruction: 'Select a financial institution to designate as direct deposit'. Below this is a 'Direct Deposit Distribution' section with an 'Account Nickname' dropdown menu. The dropdown is open, showing 'test_account-6789' selected and highlighted with a yellow box. A 'Help' link is visible to the right. At the bottom are 'CANCEL' and 'NEXT' buttons, with the 'NEXT' button highlighted in yellow and having a mouse cursor over it.

name to designate as the direct deposit account and click **Next**.

STEP# 8: On the **Enroll in Direct Deposit Agreement** page; select the checkbox next to the statement "Yes, I agree to the terms and conditions of

Enroll in Direct Deposit Agreement

Review the financial institution information and agreement. Click Submit to complete the Direct Deposit enrollment.

Financial Institution Name	Distribution Type	Amt./Pct.	Priority
test account-6789	Balance		

Currency used is US Dollar

You are about to enroll in Direct Deposit for your refund and/or Work Study checks. Signing up for direct deposit will allow excess from financial aid refunds, Work Study and over payments applied to your student account to be deposited directly into your checking, savings or Scholar Support Card account. You will receive your funds faster through this process instead of a check mailed to you. If you would like information about CUNY's Scholar Support Card program, click the Additional Details link below.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements and Work Study payments due to me via automated clearinghouse electronic fund transfer ("ACH") to the account(s) referenced above.

You may change your account information as necessary through self-service. Payments made through this process will be available in your account depending on timing of this submission.


We recommend that you print this page to retain a copy of this agreement for your records.

The agreement is dated: 12/12/2011

Yes, I agree to the terms and conditions of this agreement.

this agreement." and click on **SUBMIT** button.

Enroll in Direct Deposit Result

 Congratulations! You are now enrolled in direct deposit.
View the summary below.

Account Nickname
test account-6789

STEP# 9: The process to Enroll in Direct Deposit is complete!

General Inquiries & Document Submission

If you have a general financial aid inquiry or if you are submitting documents to our office, visit the Financial Aid counter at the ESC (Enrollment Services Center) located in the lobby of the West Quad Center. The ESC is Brooklyn College's one-stop shop for student services.



Schedule An Appointment with your Advisor

The Office of Financial Aid offers 15-minute phone or in-person appointments to speak to their assigned advisor. Keep in mind that these appointments should not be made if you are submitting documentation. Submission of financial aid documents can be completed efficiently at the Enrollment Services Center.

To schedule an appointment with your advisor, log into your BC WebCentral Portal at <https://portal.brooklyn.edu/>

Click on *eServices > Schedule an Appointment > Financial Aid Scheduling Tool (FAST)*.

Financial Aid Scheduling Tool (FAST)

Dear [Name]

Please select type of service:

- 1098-T Form
- Alternative/Private Loans
- APTS (Aid for Part-time Study)
- Federal Direct Student Loans
- Federal Graduate PLUS Loans
- Federal Parent PLUS Loans
- Federal Pell Grant

College Contact Information

Office of Financial Aid @ ESC	Lobby West Quad Center	718-951-5051
Office of Admissions	222 West Quad Center	718-951-5001
Office of Bursar	Lobby West Quad Center	718-951-5200
Office of Registrar	306 West Quad Center	718-951-5441
Office of Scholarships	213 West Quad Center	718-951-4796