


# How to Update or Change Banking Information in Colleague Self Service

Once you log into Colleague Self Service pick Banking Information.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

## Notifications

Title	Details	Link
 Documents Required	There are 2 requests from your institution that require your action.	<a href="#">View required documents</a>



### Student Finance

Here you can view your latest statement and make a payment online.



### Tax Information

Here you can change your consent for e-delivery of tax information.



### Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



### Grades

Here you can view your grades by term.



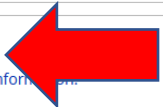
### Financial Aid

Here you can access financial aid data, forms, etc.



### Banking Information

Here you can view and update your banking information.



### Course Catalog

Here you can view and search the course catalog.

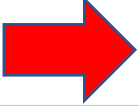


### Graduation Overview


Here you can view and submit a graduation application.

## Click Add an account

Banking Information

Active Accounts  [+ Add an Account](#)

Refunds, Reimbursements & Payments [View All](#)

 You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.

## Click Activate and then Next

Banking Information

[< Back](#)

New Deposit Add a Bank Account

Bank Account Usage

Refund, Reimbursement & Payment Deposit  Activate

[Next](#) [Cancel](#)

## Banking Information

[< Back](#)

New Deposit

[Add a Bank Account](#)

Bank Account Usage

Refund, Reimbursement & Payment Deposit  Activate

Effective Date

4/22/2022

Next

Cancel

Enter Banking Information -Only US Banks are valid, agree to the Terms and Conditions, Submit and then Save.

## Edit Bank Account Details

### New Account

Account Nickname

New Account

Country of Bank

United States

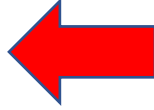
Routing Number \*

[View sample check image](#)

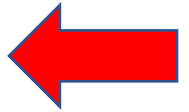
Bank Account Number \*

requests, etc. You are responsible for updating bank information if bank account changes for check request. Please note this does not apply to your payroll banking information.

I agree to the terms and conditions



Back Submit



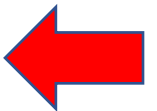
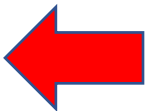
You will be able to see the banking account information by the Arrow or you can View All. Please be sure that the Activate button is Blue.

Banking Information

Active Accounts [+ Add an Account](#)

Refunds, Reimbursements & Payments Verification [View All](#)

103100195	✓ Verified	>
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## Banking Information

[< Back](#)

### New Deposit

[Add a Bank Account](#)

#### Bank Account Usage

Refund, Reimbursement & Payment Deposit  Activate

#### Effective Date

4/22/2022

Next

Cancel



You would need to follow the same steps to add a different bank account. Only one account can be Activated.

## Banking Information

[< Back](#)

### Student Account Refunds

Active Deposits	Verification	
Testing	✓ Verified	>
Future Deposits	Verification	Effective Date
Past Deposits	Verification	End Date
267084131	✓ Verified	4/21/2022

If you choose not to have direct deposit student refunds, please Inactivate the bank account and Save. If there is no Activated bank account a paper check will be processed and mailed to the address in the system.

Banking Information

[Back](#)

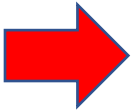
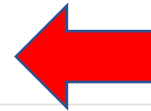
256074974

Account # ...39

Bank Account Usage

Student Account Refund

Activate



Save

Cancel