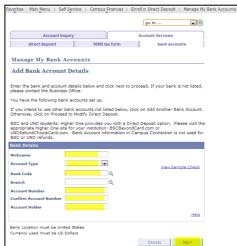1. Go to: mayvillestate.edu
2. Click on Campus Connection
3. Enter your username and password

4. Go to *Manage My Bank Accounts*
   a. Main Menu→Self Service→Campus Finances→Manage My Bank Accounts
5. Click *Add Account*

6. Enter the following information
   a. *Nickname* (ex. My checking, moms account)
   b. *Account Type (checking or savings)*
   c. *Bank Code (9 digit routing #)*
   d. *Account Number (follows routing #)*
   e. *Confirm Account Number*
   f. *Account Holder* (name on account)
7. Click Next

8. You should see that your bank account has been successfully added to your available bank accounts
9. Check *Yes, I agree to the terms and conditions of this agreement*
10. Click on *Submit*

11. Click on *Enroll In Direct Deposit*

12. Click on *Enroll In Direct Deposit* to activate the bank account

13. You will see your bank account information you just added
    a. Click on *Add Another Bank Account* to add an additional bank account (or change your bank information)
    b. Click on *Proceed To Enroll In Direct Deposit* to activate the account you want to use to receive financial aid refunds (if available) by direct deposit

14. Under *Bank Account Nickname* use the drop down to find the bank account you want your refund to be sent to
15. Next

16. Review your bank information and the agreement
17. Click *Yes, I agree to the terms and conditions of this agreement*
18. Submit
19. Congratulations! You've just signed yourself up for direct deposit.

If you wish to discontinue your direct deposit and receive a paper check you will need to visit the Business Office, Old Main 108

Questions? Contact MSU Business Office at
E- Ashley.A.Mooney.1@mayvillestate.edu
P- 701-788-4757