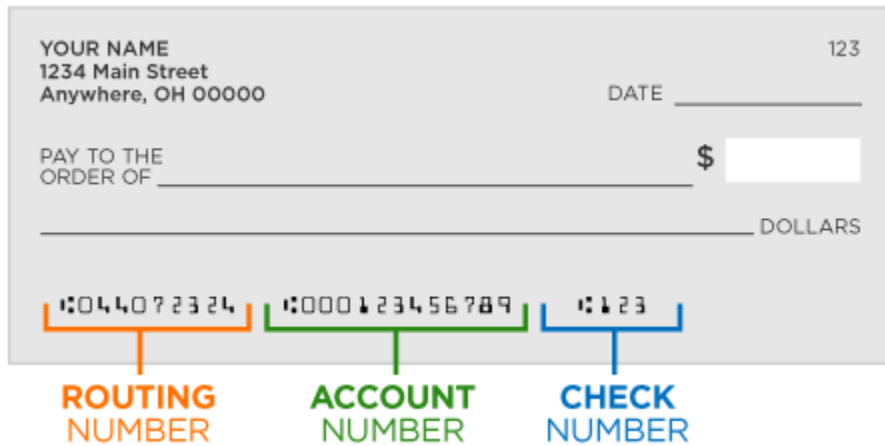
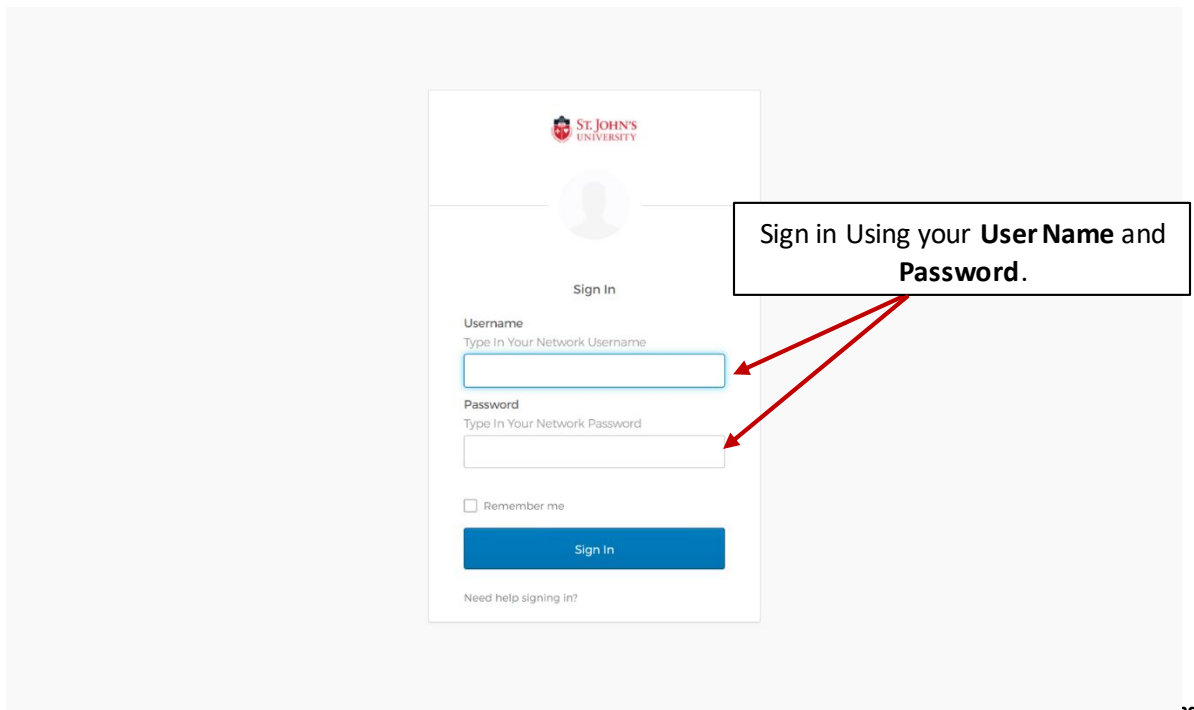


The following are step-by-step instructions to help guide students to set-up or update their Direct Deposit information. This Process is done online via the University Information System (UIS).

Step 1 – Before you begin, you will need your bank routing number and account number. This information is usually found along the bottom of your personal check or deposit slip. If you are using a savings account or are unsure of the routing number or account number, please contact your bank.



Step 2 – Login to [Signon.stjohns.edu](https://signon.stjohns.edu) with your credentials and proceed to the UIS portal:



remember to logout.

For assistance, please contact Student Financial Services

Step 3 – Access the UIS application:

Work

Banner Prod
Production Banner App

Xtender Prod
Banner - Xtender

ST. JOHN'S UNIVERSITY
Cybersecurity Training

Cisco Webex

slate
Slate Undergraduate

Office 365 Mail

Office 365
Office 365 Office Portal

CANVAS
Canvas LMS

ST. JOHN'S UNIVERSITY
Connect

Atrium - StudentLink

freshservice
IT Support

medicat.
Student Health Services & Wellness

Bb
Blackboard

Banner Workflow

Degree Works
Student Advising Report

UIS
UIS

givepulse
givepulse

Handshake
Handshake

Once logged in, click here to access your **UIS Account!**

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Step 4 – Access Your “Student” Tab, and then select “Student Accounts”:

ST. JOHN'S UNIVERSITY

1. Click on your “Student” Tab.

Personal Information | Alumni and Friends | **Student** | Financial Aid | Employee | Finance

RETURN TO MENU | SITE MAP | HELP | EXIT

Student

New Student Information
Admissions; New Student Orientation; Meet Your Advisor.

Registration
Apply for Study Abroad; Request Pass/Fail option for course; Registration Change Request Form; Check your registration status; Add or drop classes; Change Class Options; Display your class schedule. View your Term Bill, Confirm your Registration, Current Students- Application for Global Studies.

Student Records
Check Grades; Create Petitions and Academic Record; View Holds; Run Advisement Reports; Request an Official Transcript.

Student Accounts
Review Classes and Petitions on Account Summary; View 1098T Information; View Holds.

Graduation
Commencement Registration; Application for Diploma
*****These links do not apply to School of Law Students.*****

Student Life
Resident Students, Co-Curricular Transcript, Service Reporting System.

Student Employment

Graduate and/or Doctoral Agreement

RELEASE: 8.9.1

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2. Then, select “Student Accounts”.

remember to logout.

For assistance, please contact Student Financial Services

Step 5 – Access “Student Direct Deposit”:



Personal Information Alumni and Friends **Student** Financial Aid Employee Finance

RETURN TO MENU SITE MAP HELP EXIT

Student Account

Select “Student Direct Deposit”.

- Account Summary
- Account Summary by Term
- Select Tax Year
- Tax Notification (1098T Form)
- View Holds
- Housing Application for Continuing Students
- Student Account Suite
- Student Direct Deposit**

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Step 6a – Click “Add New Direct Deposit Account”:

Personal Information Alumni and Friends **Student** Financial Aid Employee Finance

SITE MAP HELP EXIT

Select “Add New Direct Deposit Account”.

** This page is to set up direct deposit information for AP (Accounts Payable) related payments such as refunds, stipends or reimbursements of travel expense if eligible.

** Only one active AP account with 100% distribution is allowed.

** If you have any existing accounts, please click link 'Update Direct Deposit Information' and follow instructions.

*** STUDENT EMPLOYEES – To update Direct Deposit Information please visit Human Resources Office or call 718-990-1865.

Add New Direct Deposit Account

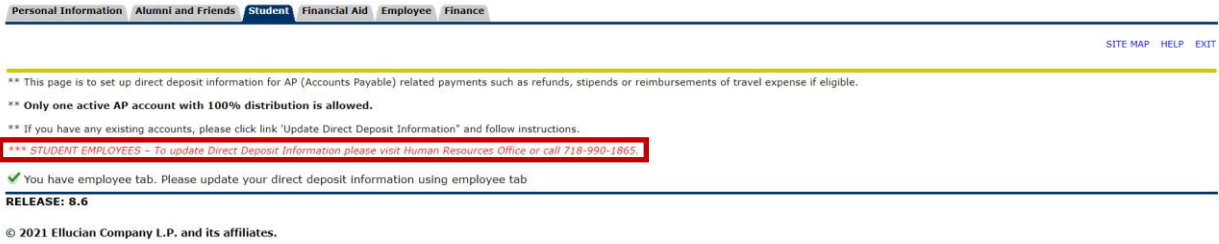
RELEASE: 8.6

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Data Security—**IMPORTANT!!** To prevent unauthorized access to your personal data, do not share your password with anyone, and remember to logout.

For assistance, please contact Student Financial Services

Step 6b – For Student Employees, please visit the Human Resources office or call 718-990-1865.



Step 7a – Add New Direct Deposit Information and click “Save”.

*** If you have any existing accounts, please review the information before adding a new bank account.
a) If you have an active account for Payroll only and you want to use the same account for AP (student refunds), please click Bank name to inactivate the account and then use link "Re-activate" to enable it for AP (student refunds).
b) If you want to re-activate an existing account, Click link "Re-activate". The account will be set to prenote status. Only ONE active AP (student refund) account is allowed.
c) If you want to add a new bank account, please make sure that all existing accounts are inactivated. Click the bank name and make sure Inactivate box is checked and then click Save.
NOTE: WHEN YOU RE-ACTIVATE OR ADD A NEW BANK ACCOUNT THE CHANGE IS SET TO A PRE-NOTIFICATION. A PRE-NOTIFICATION VERIFIES THE VALIDITY OF THE BANK ACCOUNT PRIOR TO ANY LIVE DEPOSIT PROCESSING. IF VALID, AFTER ONE PAY PERIOD TWO TO THREE BUSINESS DAYS YOU WILL HAVE THAT BANK ACCOUNT AVAILABLE FOR FUTURE STUDENT REFUNDS.
Accounts Payable Direct Deposit will remain in force until you, the student notify the University to terminate. By creating an Accounts Payable Direct Deposit, you the student are authorizing if ever an incorrect amount should be entered into your account(s), you authorize your bank and the University to make the appropriate adjustment.
If you have any questions, please contact the Customer Service Center at 718 990-2000.

Allocation:
Bank Name Routing Number Account Number Account Type Priority Percent Status

* - indicates a required field.

Add New Bank Account:

Bank Routing Number: *
Account Number: *
Account Type: Saving
Percent: 100

Proceed to add direct deposit information - Bank Routing Number, Account Number, and Account Type.

Once completed, click “Save”

Step 7b – Update/Review Existing Direct Deposit Information:

Table with columns: Payroll, Accounts Payable, Account Status. Includes a link 'Update Direct Deposit Information'.

If you already have existing direct deposit information and want to review or update it, proceed to the “Update Direct Deposit Information” link, then follow step 7a.

Data Security—IMPORTANT!! To prevent unauthorized access to your personal data, do not share your password with anyone, and remember to logout.

For assistance, please contact Student Financial Services