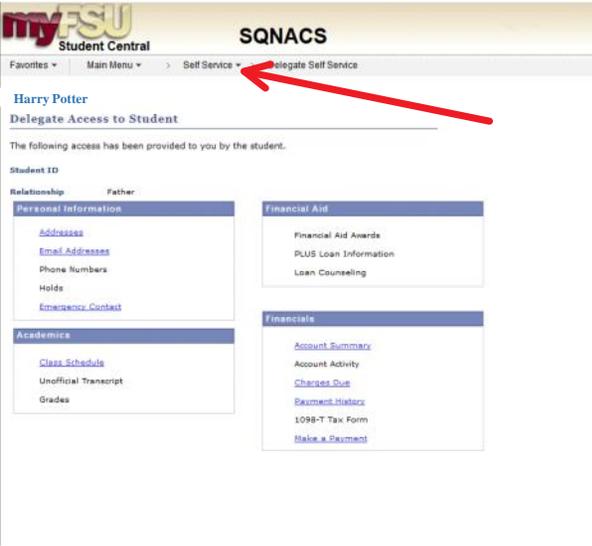


## Enrolling in Direct Deposit as a Parent

As a delegate, you have access to a number of functions to act on behalf of your student; but what you may not know is that you ALSO have your own account. With this account you can make payments and even enroll in direct deposit. This tutorial will show you how easy it is to enroll, to save you from the hassle of having money sent via paper check.

**IMPORTANT NOTE:** If you have not set up Delegated Access, you are NOT considered a delegate in the eyes of the University. Even if you are the parent of a student. From the "Parent Resources" page, you can get instructions on how to set up Delegated Access

1. 

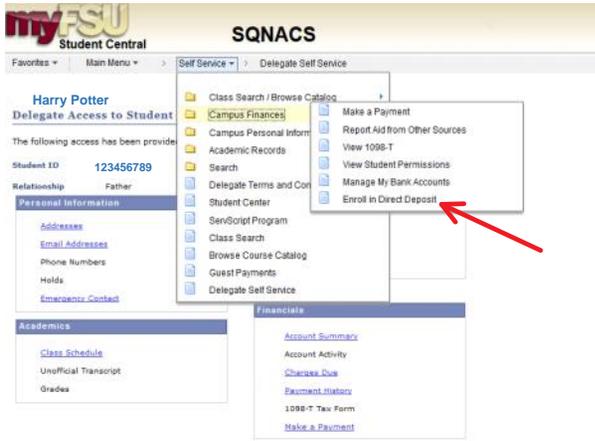
This is the dashboard seen by all delegates while signed into my.fsu.edu. From here, delegates can make payments, update contact information, and view general student information. Follow along with the pictures, filling out information as it calls for it.

From this page, go to the top and select the "Self Service" dropdown menu.

2. 

From here, select "Campus Finances" which will lead to a menu.

3.



After "Self Service" and "Campus Finances;" select "Enroll in Direct Deposit," which will take you to a separate screen for account maintenance.

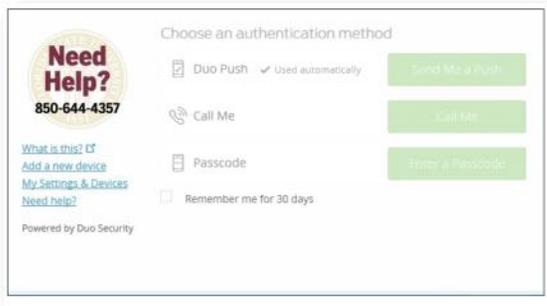
4.



Making sure the "Account Services" tab is selected, simply click the green "Enroll in Direct Deposit" Button

**IMPORTANT!!!!**

At this point in the process you might get stopped by our DUO system, that acts as an identity theft failsafe. You MAY see this screen in-between steps 4 and 5 of your setup. If you get this screen at ANY point during your experience, it is important to remember that you ARE NOT done with the process. You must make your way through the DUO process, and then it will take you automatically back to where you left up. If, for whatever reason, you need to stop and pick back up later, DUO will probably ask for further approval.



5.

myFSU Student Central SQNACS

Favorites ▾ Main Menu ▾ > Self Service ▾ > Campus Finances ▾ > Enroll in Direct Deposit

Harry Potter Student Center ▾

Account Inquiry Make a Payment Account Services

(1) disbursement permissions (2) refund bank account (3) direct deposit 1098t tax form

Manage My Bank Accounts

Add Bank Account Details

Enter the bank and account details below and click next to proceed. If you have questions, please contact Student Business Services.

Bank Details

Nickname

Account Type  [View Sample Check](#)

Routing Number

Account Number

Confirm Account Number

Account Holder

Bank Location is United States  
Currency used is US Dollar

CANCEL NEXT

Account Inquiry Make a Payment Account Services

(1) Disbursement Permissions (2) Refund Bank Account (3) Direct Deposit 1098t Tax Form

Student Center ▾

Make sure you accurately fill in all the information.

Needed:

Name

Account type

Routing Number

Account Number

Confirmed Account Number

And the Name of the Account Holder

After all of this is filled in, select the green "Next" button.

6.

myFSU Student Central SQNACS

Favorites ▾ Main Menu ▾ > Self Service ▾ > Campus Finances ▾ > Enroll in Direct Deposit

Harry Potter Student Center ▾

Account Inquiry Make a Payment Account Services

(1) disbursement permissions (2) refund bank account (3) direct deposit 1098t tax form

Manage My Bank Accounts

Agreement

Review the agreement and click Submit to complete this transaction.

Bank Details

The following account will be added to your Bank Account List:

Harry Potter XX3456

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit or debit my transactions via the automated clearinghouse electronic fund transfer ("ACH") to the bank(s) referenced above.

The agreement is dated: 11/02/2017

I agree to the terms and conditions of this agreement.

CANCEL BACK SUBMIT

Account Inquiry Make a Payment Account Services

(1) Disbursement Permissions (2) Refund Bank Account (3) Direct Deposit 1098t Tax Form

Student Center ▾

Check the box, agreeing to add the account and the terms and conditions, and select the green "Submit" button to make sure you have completed the process.

7.

The screenshot shows the myFSU Student Central SQNACS interface. At the top, there is a navigation bar with 'myFSU Student Central' and 'SQNACS'. Below this is a breadcrumb trail: 'Favorites > Main Menu > Self Service > Campus Finances > Enroll in Direct Depos'. A user profile for 'Harry Potter' is displayed, with a 'Student Center' dropdown menu. Below the profile are three tabs: 'Account Inquiry', 'Make a Payment', and 'Account Services'. A secondary navigation bar contains links: '(1) disbursement permissions', '(2) refund bank account', '(3) direct deposit', and '1098t tax form'. The main heading is 'Manage My Bank Accounts'. Underneath, a 'Result' section shows a green checkmark and the message: 'You have successfully added the bank account Harry Potter'. Below this is a 'Bank Details' table:

Bank Details	
Nickname	Harry Potter
Account Type	Checking
Bank Code	063000021 WELLS FARGO BANK
Account Number	XX3456
Account Holder	Harry Potter

Below the table is a green button labeled 'ADD ANOTHER BANK ACCOUNT'. At the bottom, there is another set of navigation tabs: 'Account Inquiry', 'Make a Payment', and 'Account Services', followed by links: '(1) Disbursement Permissions', '(2) Refund Bank Account', '(3) Direct Deposit', and '1098t Tax Form'. A 'Student Center' dropdown menu is also present at the bottom.

If you see this screen, you are completely done and enrolled in direct deposit!