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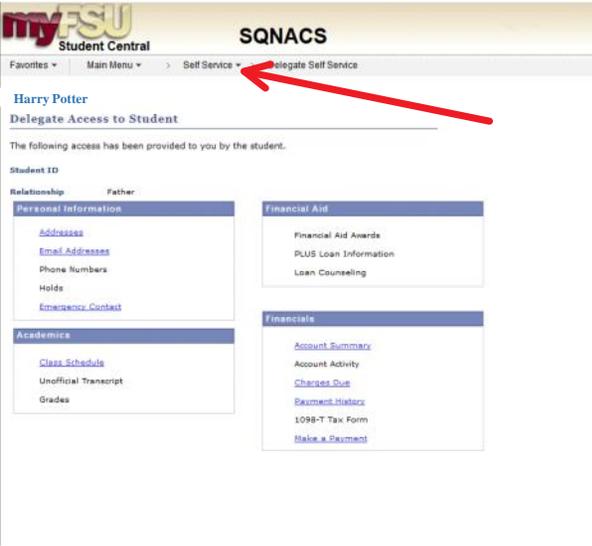
This is the dashboard seen by all delegates while signed into my.fsu.edu. From here, delegates can make payments, update contact information, and view general student information. Follow along with the pictures, filling out information as it calls for it.

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.
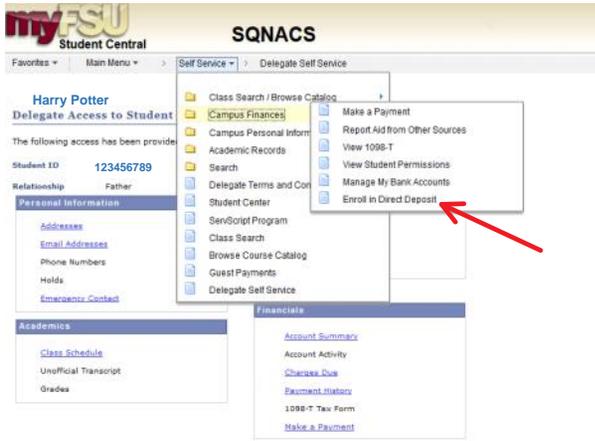
After "Self Service" and "Campus Finances;" select "Enroll in Direct Deposit," which will take you to a separate screen for account maintenance.
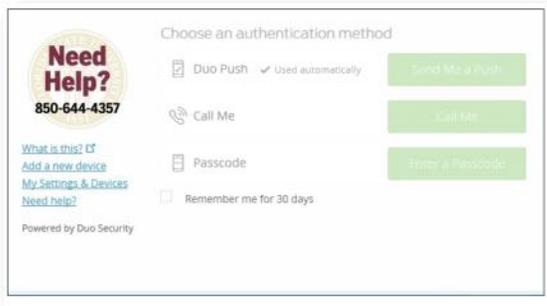
4.

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.

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.

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.

myFSU Student Central   SQNACS

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

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

Result

✔ You have successfully added the bank accou...   Harry Potter

Bank Details

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

ADD ANOTHER BANK ACCOUNT

Account Inquiry   Make A Payment   Account Services
(1) Disbursement Permissions   (2) Refund Bank Account   (3) Direct Deposit   1098t Tax Form

[Student Center ▾] »

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