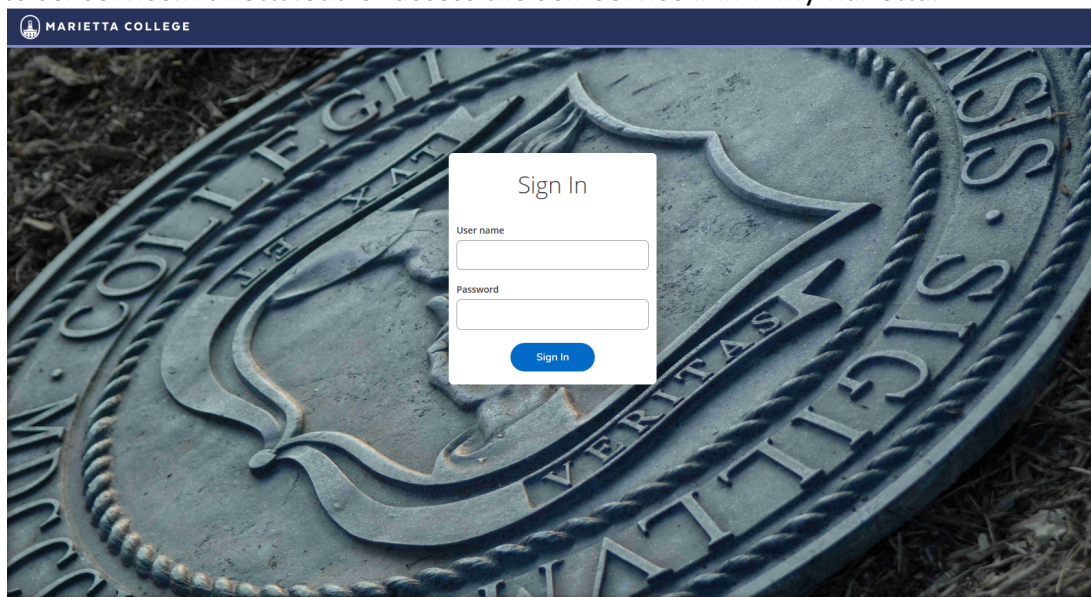# Student Banking Information Guide in Self-Service
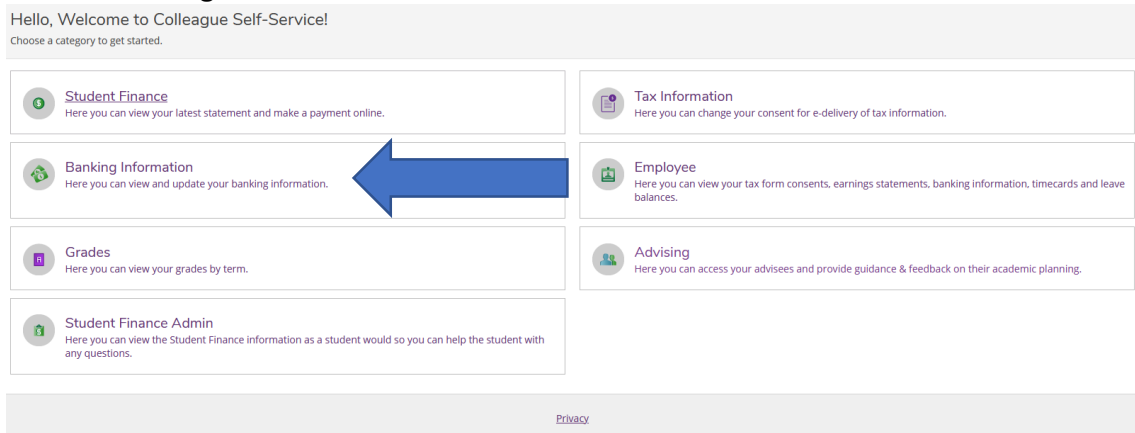
Students can add their banking information to Self-Service in order to receive refunds directly deposited into a bank account.

Please note: This guide is for student user accounts and not proxy (parent) user accounts. If there is a Parent Plus loan on your account and the parent/borrower has not already indicated that refunds can go to the student, then the refund will be mailed via check to the parent/borrower's address specified on the application.

1. Navigate to selfservice.marietta.edu or access the Self-Service link in myMarietta.

2. Login using your network (email) username and password.
3. Click on the Banking Information button.

4. 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.

Privacy

5. Click Activate and then Next.

Banking Information
< Back

New Deposit   Add a Bank Account

Bank Account Usage

Refund, Reimbursement & Payment Deposit   ◯ Activate

Effective Date

1/26/2021

[Next]   (Cancel)

Privacy

6. Complete your banking information including, Routing Number, Bank Account Number, Type of account, and then review the terms and conditions. To continue to the next screen, click Submit.

Edit Bank Account Details

New Account

Account Nickname

New Account

Country of Bank

United States ⌄

Routing Number *

ⓘ

View sample check image ⓘ

Bank Account Number *

ⓘ

View sample check image ⓘ

Re-enter Bank Account Number *

ⓘ

View sample check image ⓘ

[Back]   [Submit]

7. Your account will show as Not Verified until Student Accounts completes the verification process with the bank. This process could take 3 days. No action is needed by the student to complete the verification process. If there is an issue, Student Accounts will contact you by email.
8. In order to make changes after the initial setup, you will need to confirm the account number on file before continuing. If you are unable to confirm your bank account, please contact Student Accounts.

Confirm your bank account number

New Account   Account Ending: ...3343
Bank Account Number

[ⓘ]

You must confirm a pre-existing account number to continue.

| Cancel | Confirm |

9. After confirming, you can continue to follow the steps again to add and/or update your banking information. Only one account can be active at a time. The active account will be the account used by Student Accounts for refunds. Please note, if you have a Parent Plus loan on your account and your parent/borrower has not already indicated that refunds can go to the student then the refund will be mailed via check to the borrower's address specified on the application.

Contact Information

Student Accounts
mcbill@marietta.edu
(740) 376-4619