

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.

9	Student Finance Here you can view your latest statement and make a payment online.	6	Tax Information Here you can change your consent for e-delivery of tax information.
8 E	Banking Information Here you can view and update your banking information.		Employee Here you can view your tax form consents, earnings statements, banking information, timecards and lea balances.
	Grades Here you can view your grades by term.		Advising Here you can access your advisees and provide guidance & feedback on their academic planning.
i S H a	Student Finance Admin Here you can view the Student Finance information as a student would so you can help the student with any questions.		

4. Click Add an Account.

Banking Information				
Active Account + Add an Account				
Refunds, Reimbursements & Payments				
O You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.				
Privacy				

5. Click Activate and then Next.

Einancial Information · Banking Information Banking Information < Back		
New Deposit Bank Account Usage	Add a Bank Account	
Refund, Reimbursement & Payment Deposit Effective Date 1/26/2021	Activate	
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 E	Bank Account Details					
Nev	v Account		^			
Acco	unt Nickname		U.			
New	New Account					
Country	Country of Bank					
Unite	ed States	~	U.			
Routi	ng Number *		U.			
		(i)				
View	sample check image 🚯		2			
Bank	Account Number *					
		()				
View	sample check image 🚯					
Re-er	iter Bank Account Number *					
		(i)				
View	sample check image 🗿		v			
<	Back	Submit				
	Dack	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 Bank Account Number	Account Ending:3343			
	i			
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