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## ENROLL IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

The following steps show how to add a Bank Account to Self-Service and enroll in Direct Deposit to receive refunds and work study payments.

**STEP# 1:** Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

**STEP# 2:** Select **HR/Campus Solutions** from the left menu.

**STEP# 3:** Navigate to **Self Service** followed by **Campus Finances**.

**STEP# 4:** Click **Manage My Accounts**.

Account Inquiry | Electronic Payments/Purchases | Account Services

direct deposit | bank accounts

**My Accounts**

*i* You have not created an account profile. Click the Add Account button to add new account details.

ADD ACCOUNT

**STEP# 5:** On the **My Accounts** page, click the **Add Account** button. You will then be prompted to enter your **Financial Institution Details**. After entering the required account information, click the **Next** button at the bottom of the screen. **NOTE:** Enter your routing number as it appears on your check and click enter. **DO NOT USE THE ROUTING NUMBER SPYGLASS!**

Enter the account details below and click next to proceed. If your financial institution is not listed, please contact the Bursar's Office. If you would like to learn about the Scholar Support Card program, please visit the [CUNY Scholar Support card site](#).

**Financial Institution Details**

Nickname: Test Account

Account type: [dropdown]

Routing Number: 011000138 BANK OF AMERICA, N.A.

Account Number: 123456789

Confirm Account Number: 123456789

Account Holder: Test T. Account

[View Sample Check](#)

**STEP# 6:** To make the bank account you just added your direct deposit account, click the **Enroll In Direct Deposit** button.

The screenshot shows the 'Manage My Accounts' page with a success message: 'You have successfully added the account Test Account.' Below this, the 'Financial Institution Details' section lists: Nickname: Test Account, Account Type: Checking, Routing Number: 011000138 (BANK OF AMERICA, N.A.), Account Number: XXXXX6789, and Account Holder: Test T. Account. At the bottom, the 'ENROLL IN DIRECT DEPOSIT' button is highlighted with a red box.

**STEP# 7:** On the **Enroll in Direct Deposit** panel, select the Account Nickname to designate as the direct deposit account and click **Next**.

The screenshot shows the 'Enroll in Direct Deposit' panel with the 'Add Direct Deposit' section. It prompts the user to 'Select a financial institution to designate as direct deposit'. A dropdown menu for 'Account Nickname' is open, showing 'test account-6789' selected and highlighted with a red box. 'CANCEL' and 'NEXT' buttons are at the bottom.

**STEP# 8:** On the **Enroll in Direct Deposit Agreement** page select the checkbox next to the statement "Yes, I agree to the terms and conditions of this agreement" and click on **SUBMIT** button.

The screenshot shows the 'Enroll in Direct Deposit Agreement' page. It includes a table with the following data:

Financial Institution Name	Distribution Type	Amt./Pct.	Priority
test account-6789	Balance		

Below the table, there is a checkbox for 'Yes, I agree to the terms and conditions of this agreement.' which is checked. 'CANCEL', 'BACK', and 'SUBMIT' buttons are at the bottom.

The screenshot shows the 'Enroll in Direct Deposit Result' page with a success message: 'Congratulations! You are now enrolled in direct deposit. View the summary below.' Below this, the 'Account Nickname' field shows 'test account-6789'. A 'MANAGE MY ACCOUNTS' button is at the bottom right.