Overview
This student guide demonstrates how to enter your bank account information so that refunds can be deposited into your account electronically.

_The MySJSU homepage displays._

1. Go to [MySJSU](http://my.sjsu.edu/).

2. Click the MySJSU Sign In button.

_The Login page displays._

3. Enter your SJSU ID and Password.

4. Click the Sign In button.

*Note: If you have difficulty logging in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name and SJSU ID.*
The Student Center page displays.

5. Click Enroll In Direct Deposit.
The Enroll In Direct Deposit page displays.

6. **Account Type**: Select Checking or Savings

7. **Routing Number**: Enter the routing number for your account.

8. **Account Number**: Enter your bank account number.

9. **Confirm Account Number**: Retype your bank account number.

10. **See What are my Routing and Accounting Numbers?** for more details.

11. To withdraw from direct deposit or to change accounts, skip to step 17 below.

12. Read the terms and conditions and check the box to acknowledge and agree.

13. Click the **Submit** button.

The Direct Deposit Confirmation page displays.

14. Verify the information that you entered is correct and click **OK**.
15. You will receive a congratulatory message indicating that you are now enrolled in Direct Deposit.

16. Click OK.

To Withdraw or make changes to your Direct Deposit account:

17. Enter the account type and numbers to remove.
18. Click the withdraw from direct deposit button.

The Direct Deposit Confirmation page will display

19. Verify the account number
20. Click OK.
21. Click OK.

22. If you wish to set up direct deposit for another account, see step 1 of this guide.