

Instructions to Enroll in Direct Deposit in Campus Connection

1. Go to www.NDSCS.edu.
2. Click on **Campus Connection**.
3. Enter your *Username* and *Password*.
4. Under the *Student Center* select **Enroll in Direct Deposit**.

5. Click on **Enroll in Direct Deposit**.

6. In the **Add Bank Account Details** screen you will add a *Nickname*, choose an *Account Type* (checking or saving), and fill in your *Bank Routing Number*, *Account Number* and the *Account Holder Name*. Click **Next**.

1 - Routing Number
2 - Account Number

You will need your Bank Routing Number (1) and Account Numbers (2) found on your check blank (see example). NOT your debit card number!

PLEASE NOTE- this enrollment will stay active for all 11 NDUS colleges until you request in writing that it be revoked. You may change your bank information as necessary, but a Business Office employee will need to cancel the Direct Deposit for you. Closing a bank account will not suspend the Direct Deposit, it will only delay your refund.

7. If you need to change your account information or add another bank account do so in this area. After entering your Banking information, you will need to **ENROLL** that account as the one to use for refunds.

8. Choose the account to use and click ***Proceed to Enroll in Direct Deposit.*** Highlight the account you wish to use and click ***Proceed to Enroll in Direct Deposit.***

Account Inquiry | Account Services

direct deposit | 1098t tax form | bank accounts

My Direct Deposits

Bank Account Summary- BSC and UND Students: This does not pertain to your refund preference.

You have the following bank accounts set up.

If you intend to use other bank account not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Enroll in Direct Deposit.

BSC and UND students: Higher One provides you with a Direct Deposit option. Please visit the appropriate Higher One site for your institution: BSCBeyondCard.com or UNDRefundChoiceCard.com. Bank Account information in Campus Connection is not used for BSC or UND refunds.

Bank Account Nickname	Bank Account Type	Bank Account Number
checking-1141	Checking	XXXXXX1141
My Checking Acct-2983	Checking	XXXXXX2983

[ADD ANOTHER BANK ACCOUNT](#) [PROCEED TO ENROLL IN DIRECT DEPOSIT](#)

9. From the **Bank Account Nickname** drop-down, choose the account to use and click ***Next.***

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Enroll in Direct Deposit

Add Direct Deposit

Only a single distribution is allowed. Select a bank to designate as remaining balance.

Bank Account Nickname	Distribution Type	Amt./Pct.	Priority
checking-1141	Balance		

Select Bank Account
checking-1141
my checking acct-2983

Currency used must be US Dollars US Dollar

[CANCEL](#) [NEXT](#)

10. To continue in the process you will need to agree to the terms and conditions. Click ***Yes*** and ***Submit.***

Enroll in Direct Deposit

Agreement

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrollment.

Bank Name	Distribution Type	Amt./Pct.	Priority
checking-1141	Balance		

Currency used must be US Dollars US Dollar

You are about to enroll in Direct Deposit of your refund checks. (NOTE: This does not apply to BSC or UND students) Signing up for direct deposit will allow excess proceeds from financial aid and over payments applied to your student account to be deposited directly into your checking or savings account. You will receive your funds faster with direct deposit instead of a check mailed to you.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank(s) referenced above. I may change my account information as necessary. Funds will be available depending on timing of this submission.

Should I wish to cancel my direct deposit enrollment, I will need to come to the Business Office.

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The agreement is dated: 04/13/2016

☒ **Yes, I agree to the terms and conditions of this agreement.**

[CANCEL](#) [BACK](#) [SUBMIT](#)

Enroll in Direct Deposit

Result

✓ **Congratulations! You are now enrolled in direct deposit. (NOTE: This does not apply to BSC or UND students) To revoke Direct Deposit contact the Business Office. View the summary below.**

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Bank Name	Distribution Type	Amt./Pct.	Priority
checking-1141	Balance		

Currency used must be US Dollars US Dollar

[GO TO DIRECT DEPOSIT SUMMARY](#)