ENROLL IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

The following steps show how to add a Bank Account on 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.

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

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

**STEP# 9:** The process to Enroll in Direct Deposit is complete!