MyClarion Student Center Quick Reference – Sign-Up for Direct Deposit

1. Go to www.clarion.edu/myclarion and select "Login".

2. Next, click the **Student Center** link.

3. In Student Center. Scroll to the "**Finances**" area

4. Select "**Account Inquiry**"

5. Select the "**Account Services**" tab

6. Select "**Refund Direct Deposit**" tab

7. Select "Add Account"

8. Enter the required information in the "Add Direct Deposit" form
    a. Account Status (select Active)
    b. Routing Number (from your bank account; see "check example" link for details)
       ## Important Note: Routing Numbers are exactly 9 digits – you must include leading zeroes and you cannot specify any special characters such as "-"
    c. Account Number (from your bank account; see "check example" link for details)
    d. Account Type (select Checking or Savings)
    e. Financial Institution Name
    f. Account Name

9. Select "**Save**"

** When you are finished in Student Center, always remember to select "Sign Out" from the top right corner of any page.**

** Notes:**

A. <u>You may only have one "Active" Direct Deposit record at a time.</u>
B. If you need to change your Account Number or Routing Number, you must *Inactivate* the old direct deposit record and add a new one with the new account numbers. The steps are as follows:
    a. Go to the "**Refund Direct Deposit**" tab as detailed above.
    b. Select "**Edit**" for the Direct Deposit Record with the old account info.
    c. Set the "Account Status" to "Inactive"
    d. Select "**Save**"
    e. Select "**Add Account**". Complete the form per Step 8 above.