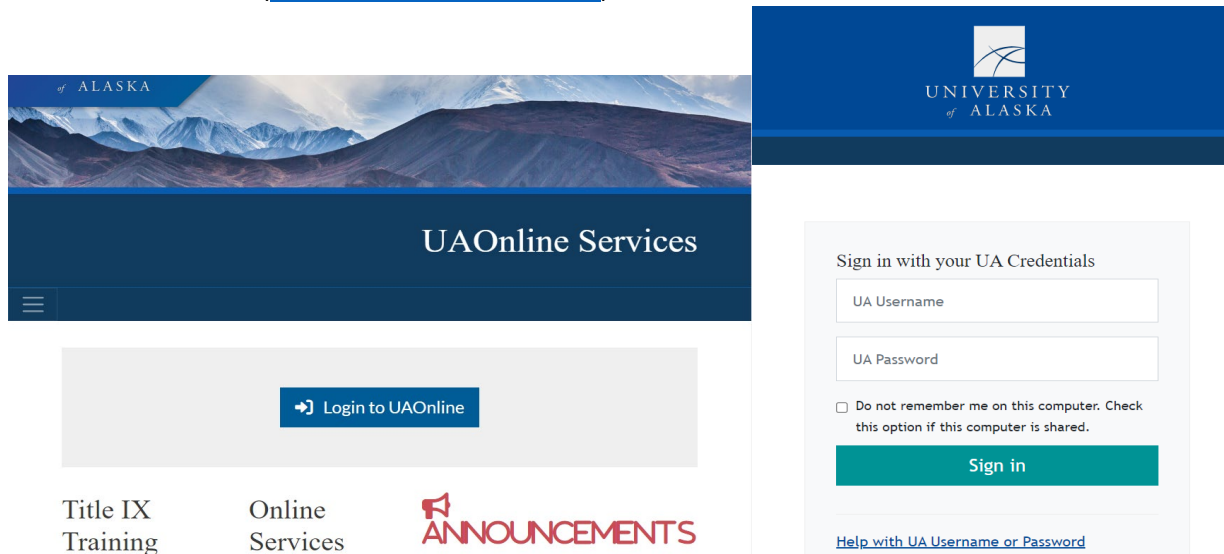


# Direct Deposit Instruction

1. Go to UAOnline (<https://uaonline.alaska.edu>)



of ALASKA

UNIVERSITY of ALASKA

UAOnline Services

Login to UAOnline

Sign in with your UA Credentials

UA Username

UA Password

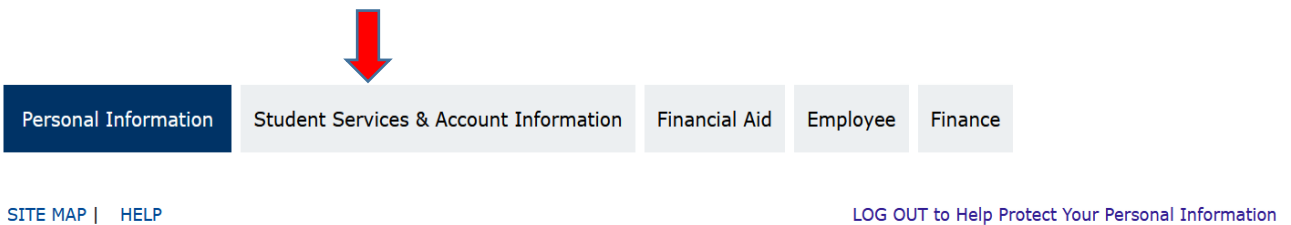
Do not remember me on this computer. Check this option if this computer is shared.

Sign in

[Help with UA Username or Password](#)

Title IX Training Online Services ANNOUNCEMENTS

2. From your welcome screen, select either the Student Services and Account Information tab or the Student Services and Accounting Information link.



Personal Information Student Services & Account Information Financial Aid Employee Finance

SITE MAP | HELP

LOG OUT to Help Protect Your Personal Information

Welcome, Jodi L. Van Kirk, to UAOnline!



**Student Services and Account Information**

Apply for Admission, Register, View your academic records (Transcripts, Grades, etc.) and sign up for Direct Deposit Services

3. Scroll down the page and select Direct Deposit Services option under Student Services & Account Information tab.

## Student Services & Account Information

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UA students are assigned a university email account which is used to communicate with students regarding important university matters. You are responsible for checking this account regularly or forwarding your university email account to the email account you check regularly. You are also responsible to act upon or respond to the email received from the university when specifically requested to do so.

Your UAOnline session will time out after 10 minutes of inactivity to protect your personal information.

### Important Dates and Deadlines

Links to campus dates and deadlines

### Admission

Apply for admission

Review existing applications, their status, and the status of supporting requirements

### Registration

Check your registration eligibility

Class Search

Add/drop/withdraw classes

Change class options

View your semester schedule

### DegreeWorks and Electronic Degree Audit

See what you need to graduate

Try a "what if" scenario to consider progress to other degrees

Run degree audit

See checklist of your accomplishments

### Official Transcript Request Service

### Student Records

Apply to Graduate (Anchorage, Mat-Su, Kenai, PWS, and Kodiak students only)

Academic transcript (unofficial)

Grades

Holds

View Test Scores

Transfer Credit Equivalency Report - How your courses transferred to your UA institution

### Enrollment Verifications

Free service for proof of enrollment through the National Student Clearinghouse

**Direct Deposit Services Get Your Refunds Faster!**

Setup, change or delete the use of direct deposit. View direct deposit payments received.

### Student Account

Make payments

4. Select the option that fits your situation, First time setup, view, change, reactivation or delete the direct deposit information.

## Direct Deposit Services

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Direct deposit enrollment allows for any payment to be deposited into your personal checking or saving account. Examples of the types of payments are financial aid, student refunds, travel reimbursement, etc.

**This does not include PAYROLL.**

To enroll in direct deposit you must have a valid account at a financial institution that participates in the Automated Clearing House (ACH). Most banks and credit unions participate.

Initial establishment (or modification) of direct deposit accounts will be complete after 2 business days from your enrollment. All payments will be in the form of a check until direct deposit enrollment is complete.

The authorization for direct deposit will remain in effect until you modify or cancel it. If you close or change your bank account make sure you change your direct deposit account information so your payments will be available to you as quickly as possible.

Confirmation of your direct deposit enrollment and deposit information will be sent to your direct deposit e-mail address.

**Select one of the following choices:**

**First time setup of direct deposit**

View your direct deposit setup

Change your direct deposit account

Reactivate existing direct deposit account

Delete the use of direct deposit

Change your direct deposit email address

Review your direct deposits

5. Enter bank account number, routing number and your email address. Verify the information matches your banking information and submit. It will take approximately 2 business days after enrollment for the direct deposit setup to be complete.

## Direct Deposit Setup

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You have selected to do a first time setup of direct deposit with the University of Alaska. This direct deposit setup is not valid for

**Step 1:** Enter your account information

**Routing Number:** Your routing number is exactly 9 digits in length and is generally the first number in the lower left of your che

**Account Number:** After identifying your routing number, identify your check number at the bottom or your check. The remainin

**Email Address:** Your direct deposit email address will be the email address the University uses to notify you when a direct depo  
Use the example below to help identify your "routing" and "account" numbers.



**Account Type:**

**Routing Number:**

**Account Number:**

**Reenter Account Number:**

**Email Address:**

**Reenter Email Address:**

**Step 2:** Direct Deposit Authorization

By clicking the "Submit" button I authorize the University of Alaska to automatically credit the account listed above for payments university.

If funds to which I am not entitled are credited to my account, I authorize the University to direct my financial institution to return