SIMON FRASER UNIVERSITY
Student Accounts

ENROLL IN DIRECT DEPOSIT – INSTRUCTIONS FOR STUDENTS

You will need your account details in order to set up direct deposit. These details can be found on a cheque OR requested from your bank on a direct deposit/ pre-authorized debit form.

Log into the Student Information System, go to Finances, click on Enroll in Direct Deposit on the drop down menu, then click on the following:

STEP 1 – Add your bank account
- Enroll in Direct Deposit
- Enter your bank account details, then NEXT
- Click on the box to agree to the terms, then SUBMIT.
You will then see the message: "Congratulations! You have successfully added your bank account".

STEP 2 - Enroll in Direct Deposit
- Proceed to Enroll in Direct Deposit
- Select the account nickname on the pull down menu, NEXT
- Click on the box to agree to the terms, SUBMIT.
You will then see the message: "Congratulations! You are now enrolled in direct deposit".

Automatic emails will be sent to you confirming the changes you have made.

BANK ACCOUNT CHANGES

If you have changed your bank account, please follow the instructions below to update your information. Log into the Student Information System, go to Finances, click on Enroll in Direct Deposit on the drop down menu, then click on the following:

STEP 1 – Add your New bank account
- Modify Direct Deposit
- Add another bank account
- Enter the new banking info, then NEXT
- Click on the box to agree to the terms, then SUBMIT.
You will then see the message: "Congratulations! You have successfully added your bank account".

STEP 2 – Update Direct Deposit
- Modify Direct Deposit
- Proceed to Modify Direct Deposit
- Select the new account nickname on the pull down menu, NEXT
- Click on the box to agree to the terms, SUBMIT.
You will then see the message: "Congratulations! You have successfully updated your direct deposit details".

Automatic emails will be sent to you confirming the changes you have made.