



NORTH
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CENTRAL
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Student Direct Deposit Instructions

For Self Service Banner

- Step 1:** Access the NCCU homepage at <http://www.nccu.edu>.
- Step 2:** Select **Login to myEOL**.
- Step 3:** Enter Student Assigned Username and Password.
- Step 4:** Select **Banner SSB**.
- Step 5:** Select **Enter Secure Area** (User Log In).
- Step 6:** Enter Student Assigned Banner ID and PIN.
- Step 7:** Select **Login**.
- Step 8:** Select **Student** Tab.
- Step 9:** Select **Student Account**.
- Step 10:** Select **Direct Deposit** Link
- Step 11:** Select **Continue**.
- Step 12:** If there is no “Active” Accounts Payable information, enter the bank routing number and bank account number to add a direct deposit, and then select “**Add Account**”.
- Step 13:** If there is “Active” Accounts Payable information and you want to add new direct deposit information, you must first select “**Inactive**” under the Accounts Payable column in order to inactivate the existing student bank record. Then select “**Save Changes**”.
- Step 14:** Enter the new bank routing number and new bank account number to add a direct deposit, and then select “**Add Account**”.

Your direct deposit information will be prenoted on the 1st student refund cycle and will be active on the 2nd student refund cycle. Prenote means your bank must confirm your bank information before we can send any money to your bank. **You will receive emails when you make changes to your bank information. You will also receive emails when your account information has been verified by your bank. During the above processes, you will not receive a refund until your direct deposit account is active in Banner.**

Student Accounting Department Contact Information

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