Enroll in Direct Deposit in CUNYFirst Self Service
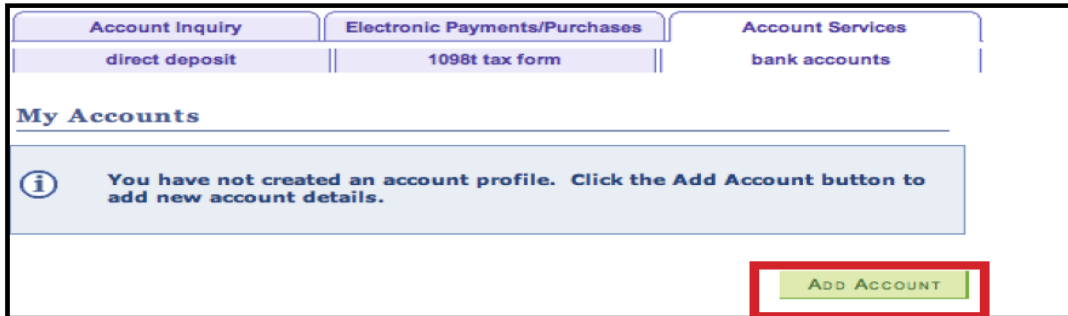
The following steps show how to add a Bank Account on Self-Service and enroll in Direct Deposit to receive refunds and work-study payments.

STEP #1: Login to CUNYfirst at https://home.cunyfirst.cuny.edu
STEP #2: Select **HR/Campus Solutions** from the left menu
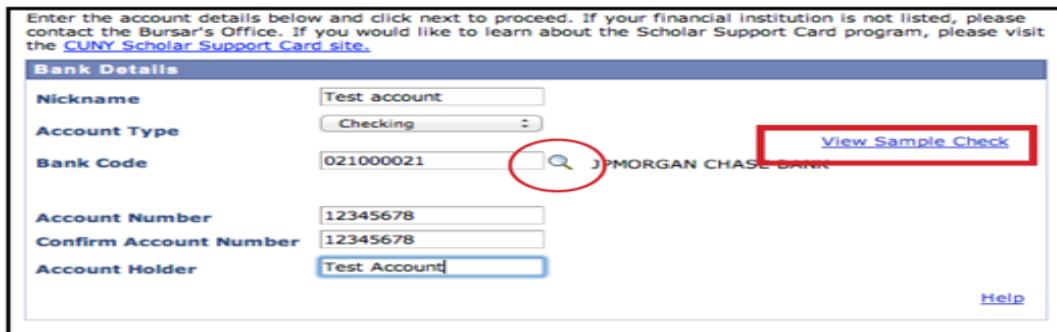**STEP #3**: Navigate to **Self Service** followed by **Campus Finances**
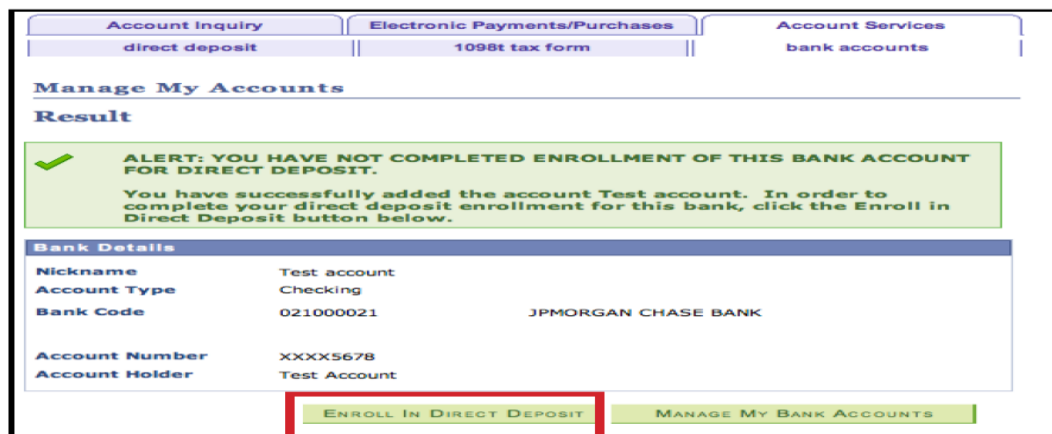**STEP #4**: Click **Manage My Accounts**

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!

STEP #6: To make 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 the **SUBMIT** button.

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