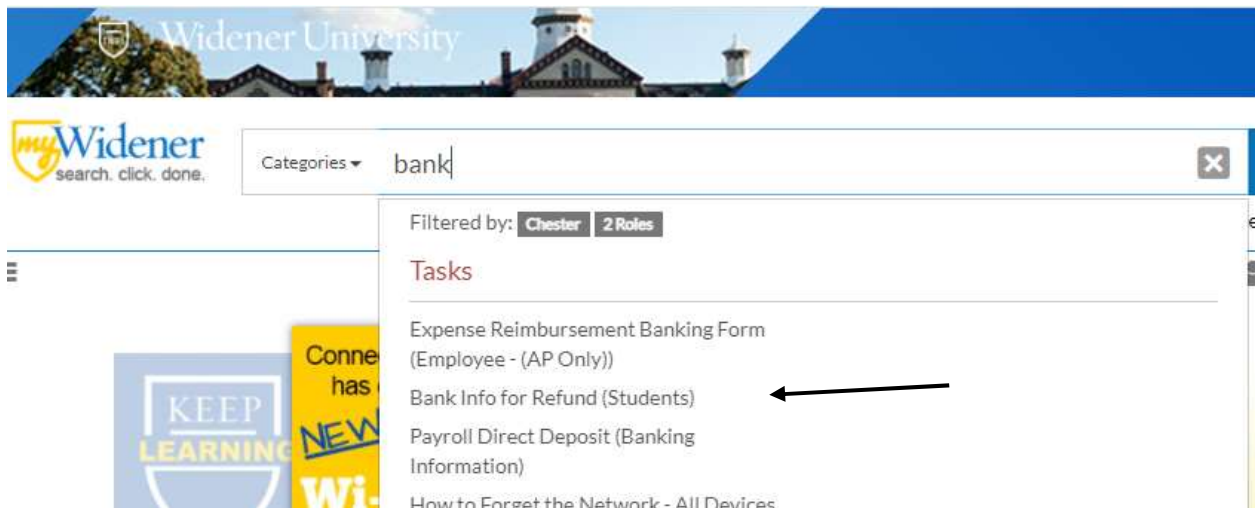


Entering Bank Information for Student Direct Deposit

1. Sign into your **myWidener** account.
2. Type the word “bank” into search bar. Choose “**Bank Info for Refund (Students)**” under the Tasks Menu



3. Click the **Launch Task** button to the right of the screen.



4. Choose +Add An Account then Add A New Deposit Bank Account - **Expense Reports & Student Refunds Deposit**. Follow prompts. You will need your Bank Routing Number and Account Number to complete this process.