



# HOW TO?

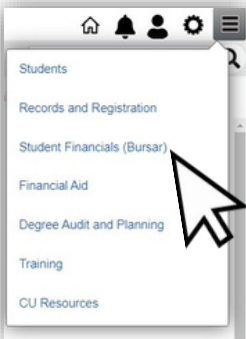
## Set Up Direct Deposit

**1**



Sign into the [myUCCS Portal](#).

**2**



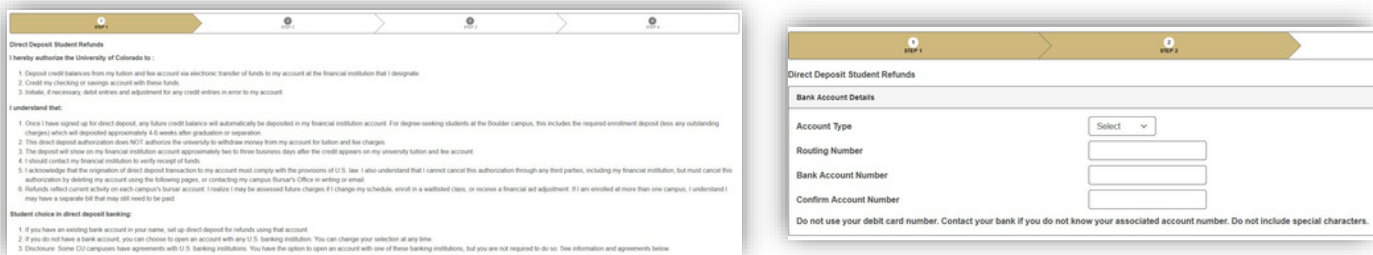
Click on the **Student Financials (Bursar)** link from the dropdown at the top right of the page.

**3**



Click on the **Authorize Direct Deposit** tile.

**4**



Follow the prompts to set up direct deposit. Please note that **you will need your bank account number and banking routing number** in order to complete the process. You can usually get this information from the online banking site of your financial institution.

**You have now set up direct deposit and will receive financial aid refunds directly to your bank account. If you have further questions concerning direct deposit or issues in setting this up, please contact the Student Financial Services (Bursar) office at 719-255-3391 (option 1) or at [bursar@uccs.edu](mailto:bursar@uccs.edu).**

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