



How to enter bank account details in MyCampus

Click on the “Banking Details” link in the MyCampus Student Center.

1.

The screenshot shows the MyCampus Student Center interface. The 'Finances' section is expanded, and the 'My Account' sub-section is active. Within 'My Account', the 'Banking Details' link is highlighted with a red circle. Other links include 'Account Inquiry', 'Direct Debit', and 'Financial Aid'. The 'Account Summary' shows a balance of 0.00. On the right, there are sections for 'Holds', 'To Do List', and 'Advisor'.

You will now be asked to enter your bank account details

2.

The screenshot shows the 'Banking Information' page. It has tabs for 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. The 'Account Services' tab is selected, showing 'banking information' and 'direct debit' sub-sections. The 'Banking Summary' section contains instructions on how to manage bank accounts. At the bottom of this section, the 'ADD AN ACCOUNT' button is highlighted with a red circle. Below this, there is a section for 'Direct Debit agreements' and a table with columns for 'Term', 'Description', and 'Payments Account Reference'.

Important: Please make sure that the type of your bank account is a Current account and not a Savings account (You may need to check with your bank.) Fill in your bank account details and click the "Save Account" button.

3.

The screenshot shows the University of Glasgow Self Service Student Center interface. At the top, there is a navigation bar with the University of Glasgow logo and the text "Favorites Main Menu > Self Service > Student Center". Below this is a search bar labeled "go to ...". The main content area has three tabs: "Account Inquiry", "Electronic Payments/Purchases", and "Account Services". Under "Electronic Payments/Purchases", there are two sub-tabs: "banking information" and "direct debit". The "Banking Information" section is active, showing "Bank Account Details".

If you are setting up a bank account to be used for Direct Debit you will need to provide the following information (your cheque book contains all the bank details that you require).

Alternatively you can print a Direct Debit Instruction by selecting Print Direct Debit Form and post it to us. If you are unable to print, please contact 0141 XXX XXXX and we will post you a paper Direct Debit Instruction.

The form fields are:

- *Account Reference:
- *Account Name:
- *Bank Name:
- *Sort Code:
- *Account Number:
- IBAN:
- Refund Account
- Financial Aid Account

At the bottom of the form, there is a confirmation box with the text: "In order to set up a Direct Debit you must confirm that you are the account holder for this account and that you are the only person required to authorise debits from this account." with an unchecked checkbox.

Below the form, there are two buttons: "SAVE ACCOUNT" (circled in red) and "PRINT DIRECT DEBIT FORM".

At the bottom of the page, there is a navigation bar with the text: "Return to Banking Information", "Account Inquiry", "Electronic Payments/purchases", "Account Services", "Banking Information", and "Direct Debit". There is also a search bar labeled "go to ..." at the bottom.