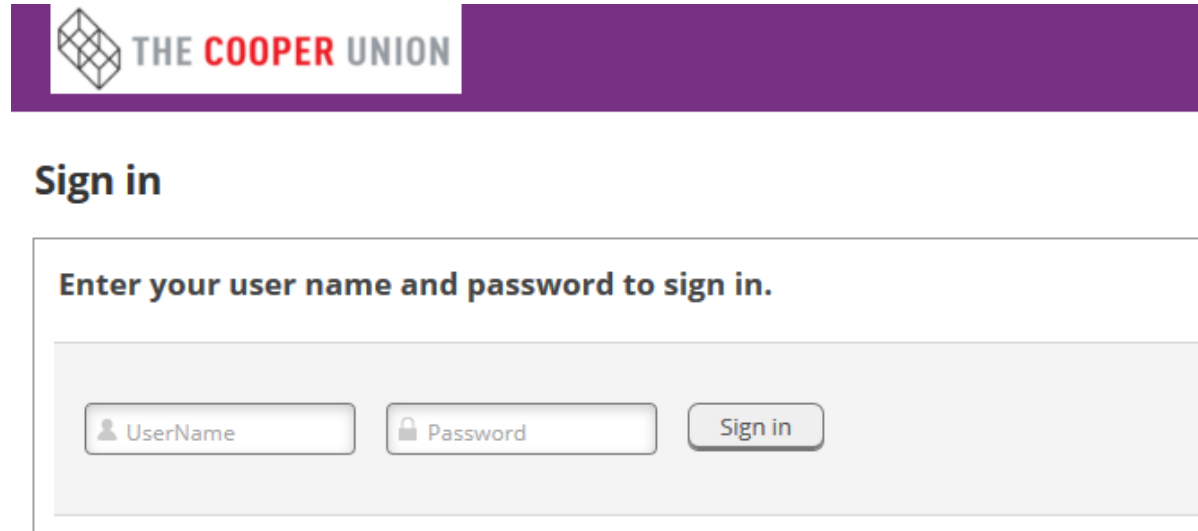


## Signing Up for Electronic Payment Refunds in Student Self Service

To receive refund payments electronically, students must enter their bank account information into Student Self Service. This guide describes the steps involved in providing The Cooper Union with your bank account information along with your consent to receive refund payments electronically.

1. Navigate to <https://dtss.cooper.edu/Student> and sign into Student Self Service with your credentials.



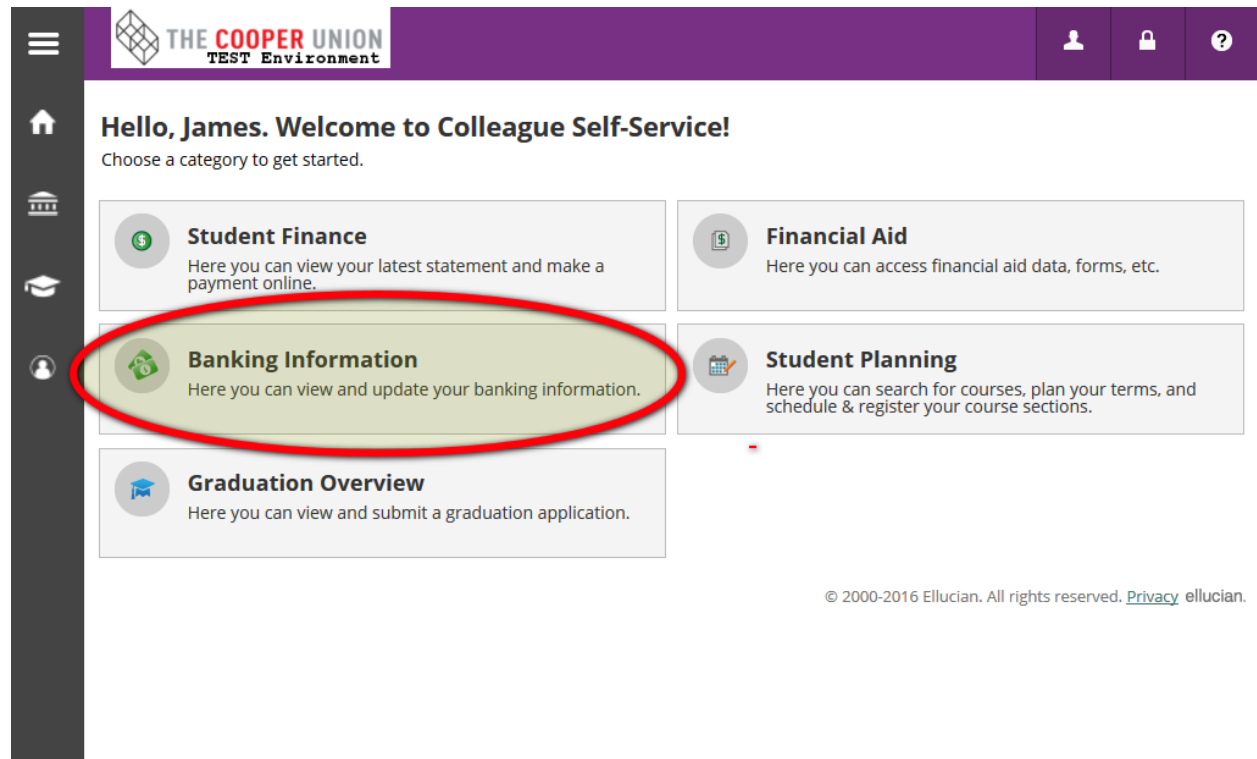
**THE COOPER UNION**

### Sign in

Enter your user name and password to sign in.

UserName Password Sign in

2. Click on the Banking Information box highlighted below.



**THE COOPER UNION**  
TEST Environment

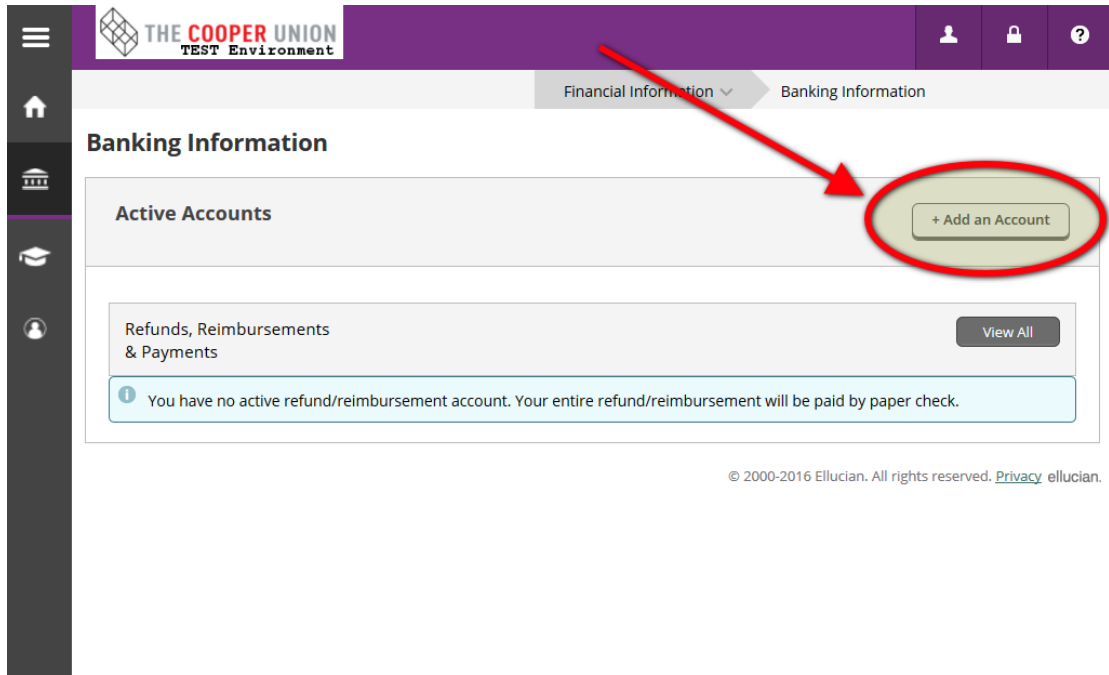
Hello, James. Welcome to Colleague Self-Service!  
Choose a category to get started.

- Student Finance**  
Here you can view your latest statement and make a payment online.
- Financial Aid**  
Here you can access financial aid data, forms, etc.
- Banking Information**  
Here you can view and update your banking information.
- Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Graduation Overview**  
Here you can view and submit a graduation application.

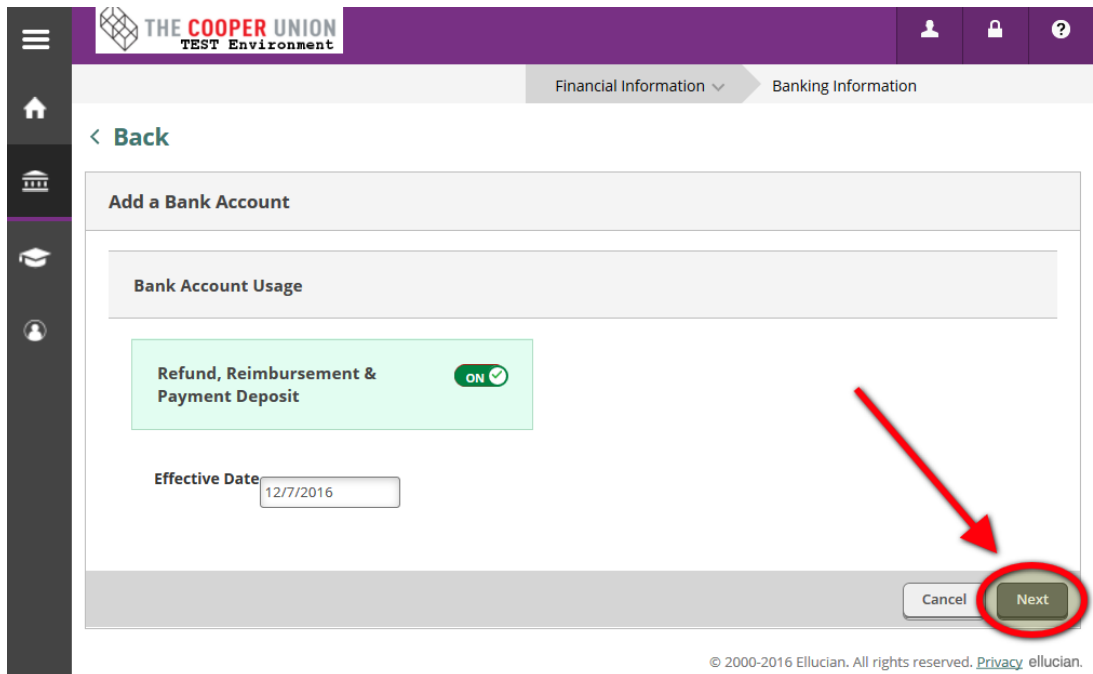
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## Signing Up for Electronic Payment Refunds in Student Self Service

3. Click on “Add an Account”

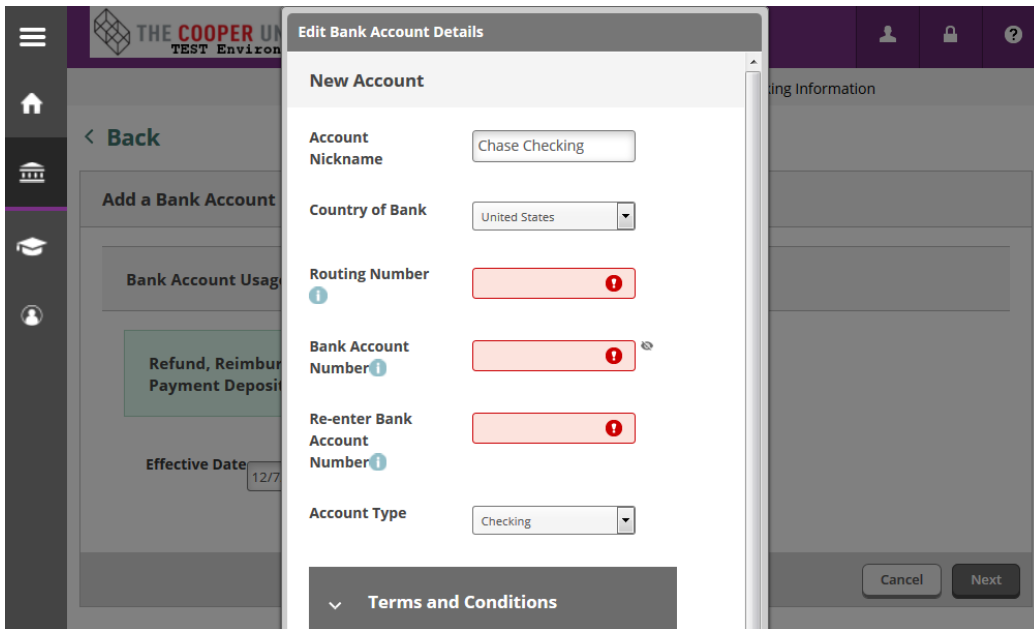


4. Click “Next”



## Signing Up for Electronic Payment Refunds in Student Self Service

5. In the pop-up window, enter your bank account information in the appropriate fields. We recommend you give your account a nickname that will let you easily identify it in the future, e.g. "Chase Checking".

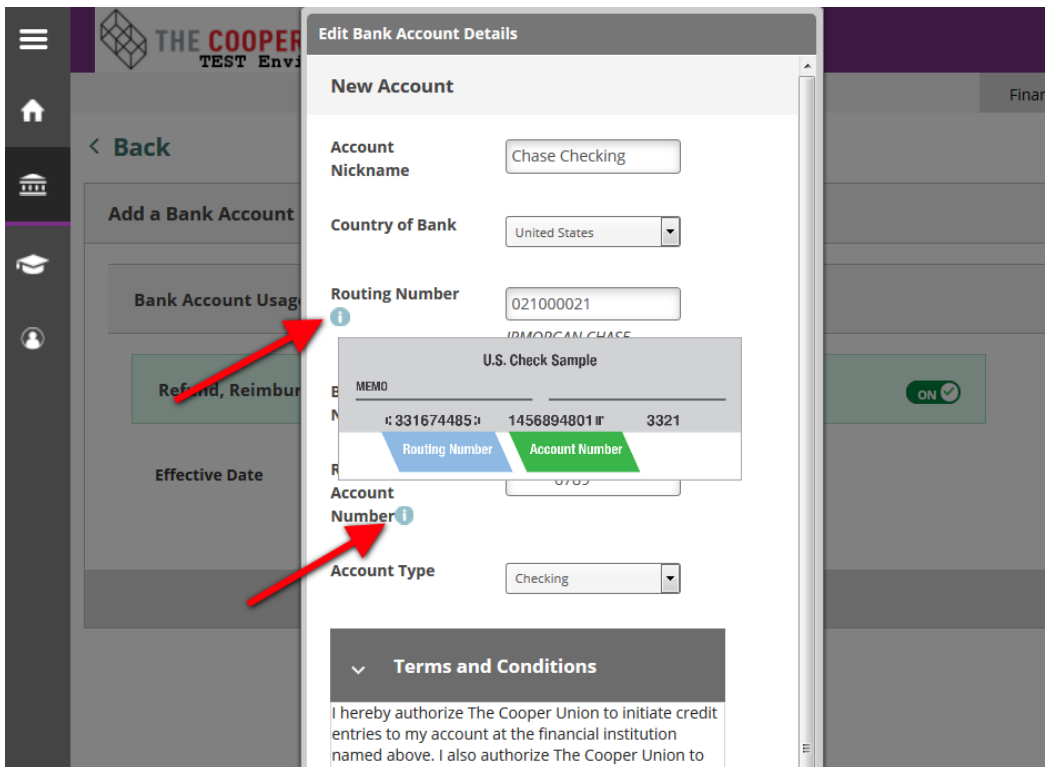


The screenshot shows a mobile application interface for adding a bank account. The main window is titled "Edit Bank Account Details" and contains a "New Account" form. The form has the following fields:

- Account Nickname: Chase Checking
- Country of Bank: United States (dropdown menu)
- Routing Number: [Red error indicator]
- Bank Account Number: [Red error indicator]
- Re-enter Bank Account Number: [Red error indicator]
- Account Type: Checking (dropdown menu)

At the bottom of the form, there is a "Terms and Conditions" section with a dropdown arrow. The background shows a blurred view of the main application screen with a "Back" button and a "Refund, Reimbursement Payment Deposit" button.

If you are unsure which string of numbers on your personal check corresponds to your routing number and which to your account number, you can hover over the light-blue information bubbles beneath each field name, which will provide you with an illustration.



This screenshot is similar to the previous one but shows the form with the Routing Number field filled with "021000021" and the Account Number field filled with "3321". A "U.S. Check Sample" is overlaid on the form, showing a check with the routing number "331674485" and account number "1456894801". The routing number is highlighted in blue and the account number is highlighted in green. Red arrows point from the information bubbles to the check sample. The "Terms and Conditions" section is expanded, showing the text: "I hereby authorize The Cooper Union to initiate credit entries to my account at the financial institution named above. I also authorize The Cooper Union to..."

## Signing Up for Electronic Payment Refunds in Student Self Service

- Please read the Terms and Conditions text carefully. If you agree with the terms and conditions, check the box in the lower left corner and review your information one more time before clicking on the Save button in the lower right corner.

**Terms and Conditions**

I hereby authorize The Cooper Union to initiate credit entries to my account at the financial institution named above. I also authorize The Cooper Union to make debit entries or adjustments from this account in the event that a credit entry is made in error (you will be notified by the Business Office in the event that this occurs). I agree this authorization will apply to all student payments and refunds from The Cooper Union Office of Student Accounts. This is NOT applicable for Parent Plus loan refunds payable to a parent or any work related payment. I am responsible for entering all information correctly and keeping my bank account information updated. Further, I agree not to hold The Cooper Union responsible for any delay or loss of funds due to the following: 1) incorrect or incomplete information supplied by me or by my financial institution; 2) an error on the part of my financial institution; or 3) during the time until I submit correct updated banking information. This agreement is effective on the next refund processing after completion and will remain in force until The Cooper Union receives notice of change or cancellation from me. Any notice of cancellation must be received by The Cooper Union Five (5) business days prior to any payment and refund being processed. By checking the 'I agree' checkbox below, I understand and approve the authorization or cancellation as indicated below. The agreement supersedes all previous Direct Deposit information. Any direct deposit arrangement may be terminated at any time by the Cooper Union without prior notice.

I agree to the terms and conditions

Cancel Back Save

## Signing Up for Electronic Payment Refunds in Student Self Service

- The account you just added will now be available from the Banking Information page, but it will be flagged as “Not Verified” until Cooper Union’s Student Accounts office has reviewed and approved your information. Click on an account if you want to edit your information, or click on the “View All” button to see a listing of all the accounts you have added in Student Self Service.

The screenshot displays the 'Banking Information' section of a web application. At the top, there is a purple header with the 'THE COOPER UNION TEST Environment' logo and navigation icons for user profile, lock, and help. Below the header, a breadcrumb trail shows 'Financial Information' and 'Banking Information'. The main content area is titled 'Banking Information' and contains a section for 'Active Accounts' with a '+ Add an Account' button. Underneath, there is a sub-section for 'Refunds, Reimbursements Verification & Payments' with a 'View All' button. A table lists the accounts, with one entry for 'Chase Checking' marked as 'Not Verified' with a yellow warning triangle. A right-pointing chevron icon is visible next to the 'Chase Checking' entry. Three red arrows are overlaid on the image: one points to the 'Chase Checking' text, another points to the 'View All' button, and a third points to the chevron icon. At the bottom right, there is a copyright notice: '© 2000-2016 Ellucian. All rights reserved. [Privacy](#) ellucian.'