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.

2. Click on the Banking Information box highlighted below.
3. Click on “Add an Account”

4. Click “Next”
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”.

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.
6. 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.
7. 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.