

## Setting up or changing Direct Deposit information

Direct Deposit will be available 24/7 through the Banner application please be sure you have your student Email and 12-digit password for proper log in.

1. [www.drakestate.edu](http://www.drakestate.edu)
2. Click on My Drake Experience
3. From here you will be prompted to log on with your [A#@alabama.edu](mailto:A#@alabama.edu) (your drake state student email) the email will be the first cell on the left and the next cell on the right will be your 12-digit password that was set up when you accepted the invitation to alabama.edu via personal email at the beginning of the semester.  
**\*If you don't have this info please contact 256-539-8161 and follow prompting for the IT dept. Let them know you need to set up an Alabama.edu account.**
4. After successfully logging in- click on student links **if on a cellular device** or look for the student links tile **if on a desktop computer**-Click on Pay tuition/fees (TouchNET)
5. Complete or enroll in 2 step verification \*\*\*Very important to protect your account from fraud
6. Once your account is verified click on Electronic refunds or if you already have an account that needs to be updated click remove/delete the current account showing. Log out and log back in. Verify account and proceed to add a new account.  
**\*\*\*\*\* Please open your personal online banking app to obtain your correct account number and routing number for your bank of choice. \*\*\*\*\***
7. You will create your account by entering your Account number and routing number and naming your account. You can name it anything you want to identify where all your refunds will go.

### **Things to remember**

- If you enroll in Direct deposit after we have started processing refunds you will likely receive a check please make sure your mailing address is up to date with admissions
- If you have submitted documentation for a reimbursement from a scholarship due to a required material purchase you will receive a check regardless of DD enrollment
- If you realize your check was sent to your "old account" which is no longer active please reach out to that bank we sent it to and inquire if the bank can still disperse the funds to you or if they have sent them back to Drake after that come to the business office and fill out a lost check form to begin
- re-disbursement process.