1. Login to the Student Portal:  [http://portal.semo.edu](http://portal.semo.edu)

2. Select your **Student SS** tab, at the top.

3. Scroll down to the “**Student Financial Services**” section, on the left (in red)

4. Click **“Account Summary.”** (*a new window will open*)

5. Choose the **“Account Summary”** button. (*a new window will open again*)

6. Choose the second tab, **Direct Deposit**, at the top.

7. Choose to add, remove, or edit direct deposit by clicking **“Select”** for the corresponding row.

8. Fill in the appropriate information and click **“Continue.”**

---

This direct deposit information will apply to your student account refunds and not student employment.