

Setting Up Direct Deposit

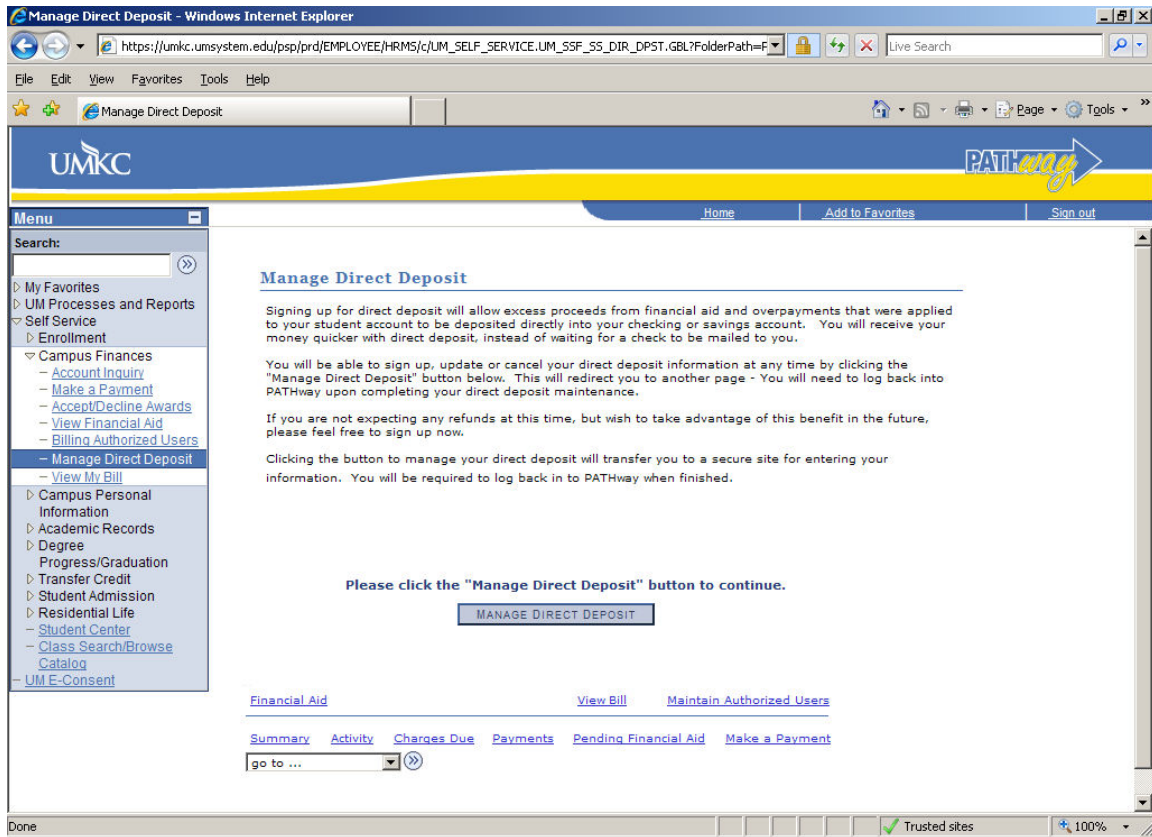
1. Go to Pathway at www.umkc.edu/pathway.
2. Type in your UMKC SSO ID (this is the part of your UMKC email before the @ symbol) and password and click “Sign In.”
 - a. If you don’t know your SSO or the password, click on “Forgot My Password”.

Note: If this is the first-time on Pathway, you must E-Consent, by clicking UM E-Consent on the bottom of the left menu. This will log you out and when you re-enter, you will have another menu option, “Self-Service”.

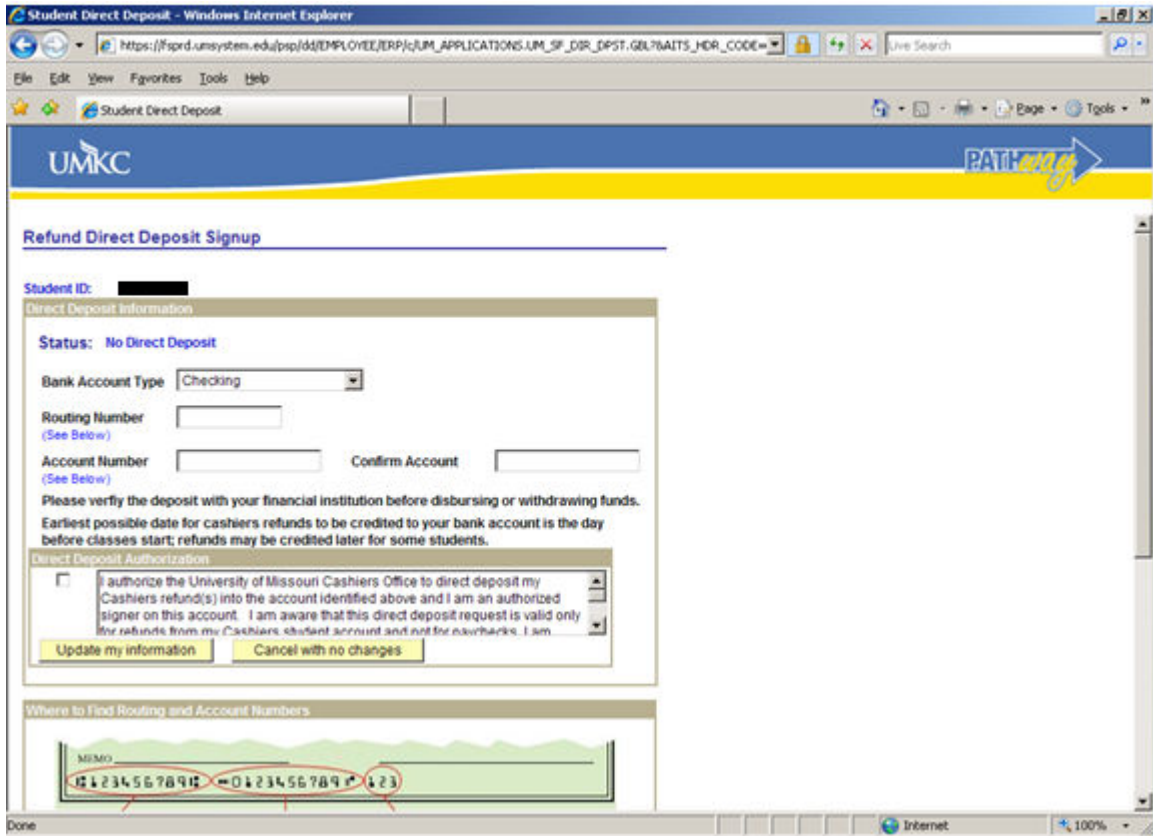
3. Click on Self Service, then Campus Finances, then manage Direct Deposit. Click the “Manage Direct Deposit” button that will appear in the middle of the screen.

Note: Pop-up Blockers must be disabled at this step.

The screenshot shows a web browser window titled "Base Navigation Page - Windows Internet Explorer". The address bar displays the URL: https://umkc.umssystem.edu/psp/prd/EMPLOYEE/HRMS/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt. The browser interface includes standard menu items (File, Edit, View, Favorites, Tools, Help) and a search bar. The main content area is titled "Self Service" and contains a grid of service tiles. The left-hand navigation menu is expanded to show "Campus Finances", with "Manage Direct Deposit" highlighted. The main content area includes tiles for Student Center, Class Search/Browse Catalog, Enrollment, Campus Finances, Campus Personal Information, Academic Records, Degree Progress/Graduation, Transfer Credit, Student Admission, and Residential Life. The "Manage Direct Deposit" option is visible in the left menu.



4. A new window will open at this time: Refund Direct Deposit Signup. Check the Update Direct Deposit box and enter your banking information. Click the authorization box and then "Update My Information".



Your Direct Deposit Account is now set up. Please make sure to update it if any changes are made to your personal banking account.