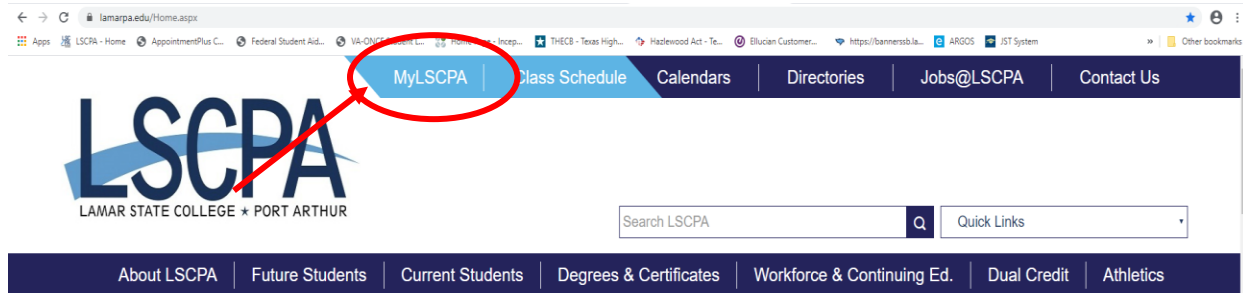# Direct Deposit and/or E-Refunds
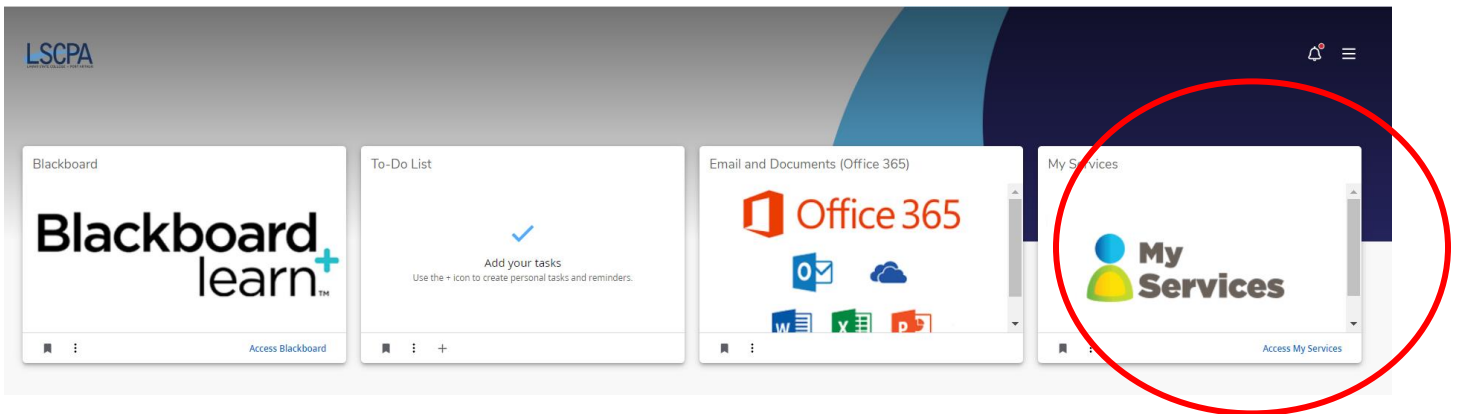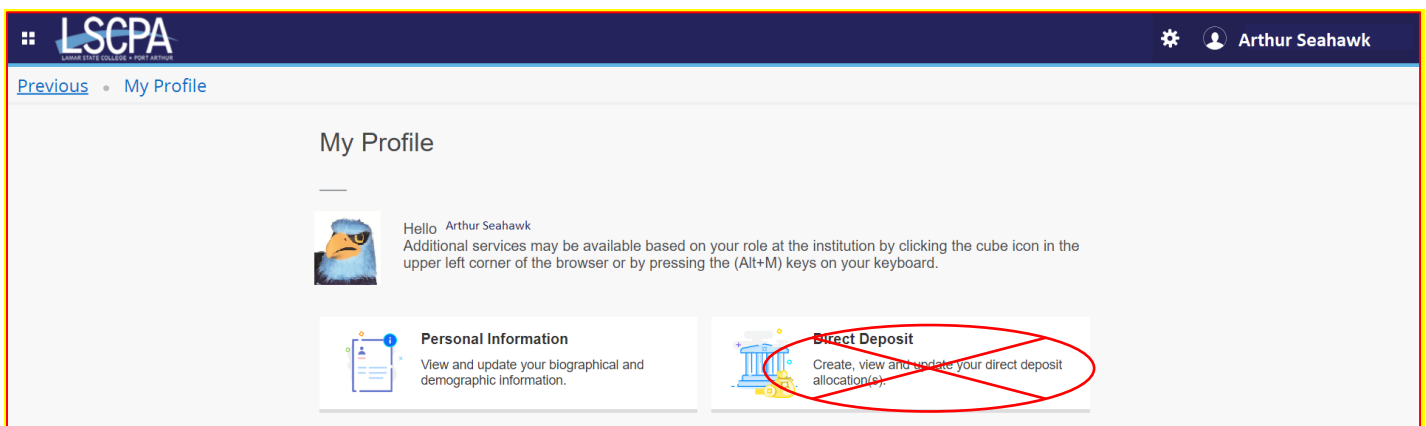
1. Click on "**MyLSCPA**" blue tab

2. Log in using your Email Address and password

    If you have forgotten your password you can reset it online or contact the
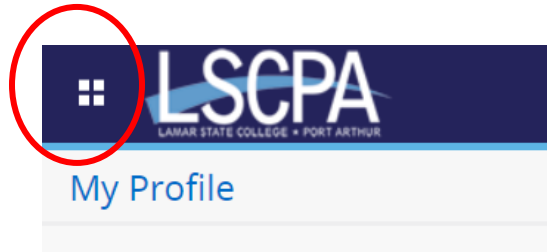
    Help Desk at (409) 984-6150.

3. Click on "**My Services**"

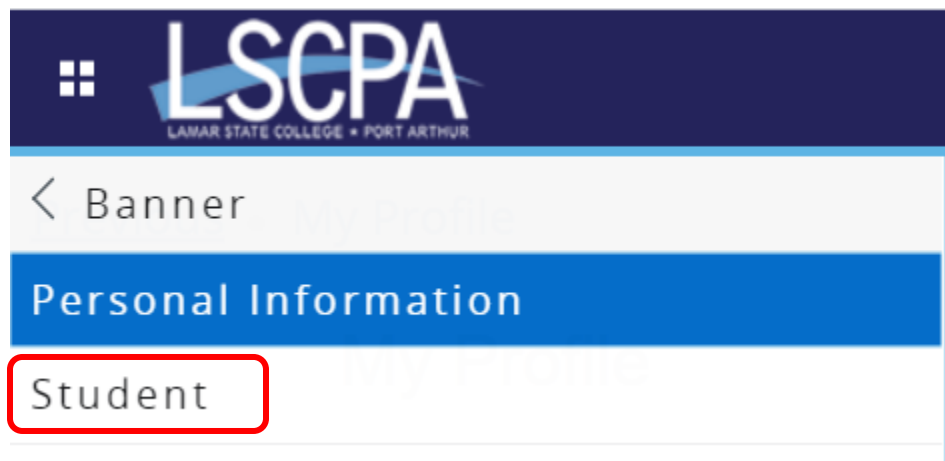
4. It will land you on your profile page.

5. Click on the Four Boxes in the corner next to the LSCPA Logo. This is a drop down menu.

6. Select Banner

7. Select Student

8. This will land you on the Student Services Page. Click on Student Payment Center.

Student Services

Additional services may be available based on your role at the institution by clicking the cube icon in the upper left corner of the browser or by pressing the (Alt+M) keys on your keyboard.

- Attendance Tracking
- View Grades
- Student Profile
- Registration and Planning
- Personal Information
- Academic Transcript
- Clearinghouse Verification

If you have any questions, please email the Registrar.

- Financial Aid Applicants

If you have any questions, please email the Financial Aid Office.

- Account Summary
- Student Payment Center
- Account Detail by Term
- Tax Notification
- Account Information
- Statement and Payment History

If you have any questions, please email the Bursar."

9. You will land on the Account Page. Click on either Electronic Refunds or Refund Account Setup.

10. Follow the on screen instructions to set up your Direct Deposit

YOUR NAME
ADDRESS
CITY, STATE ZIP

DATE

001

10-4/220
BRANCH 00

PAY TO THE
ORDER OF

$

DOLLARS

YOUR BANK

FOR

⑆123456789⑆ 00000123456789 ⑈   001

ABA or Bank Routing Number   Bank Account Number   Check Number