Student Refunds, Reimbursements and Payments

Self Service Direct Deposit Instructions

Go to www.rockinghamcc.edu.
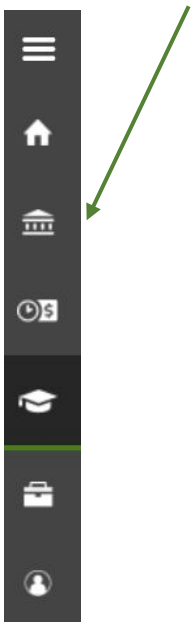
Click "MyRCCLogin".

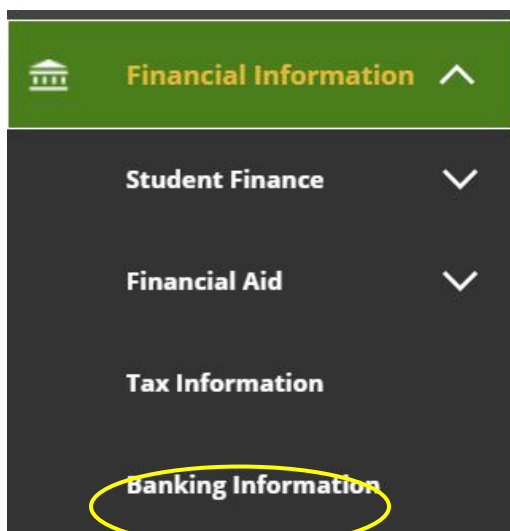Click "Self-Service" located under the Employee tab.

Click "Sign in" located in the upper right corner.

Login with your RCC credentials – same username and password you use for all accounts.
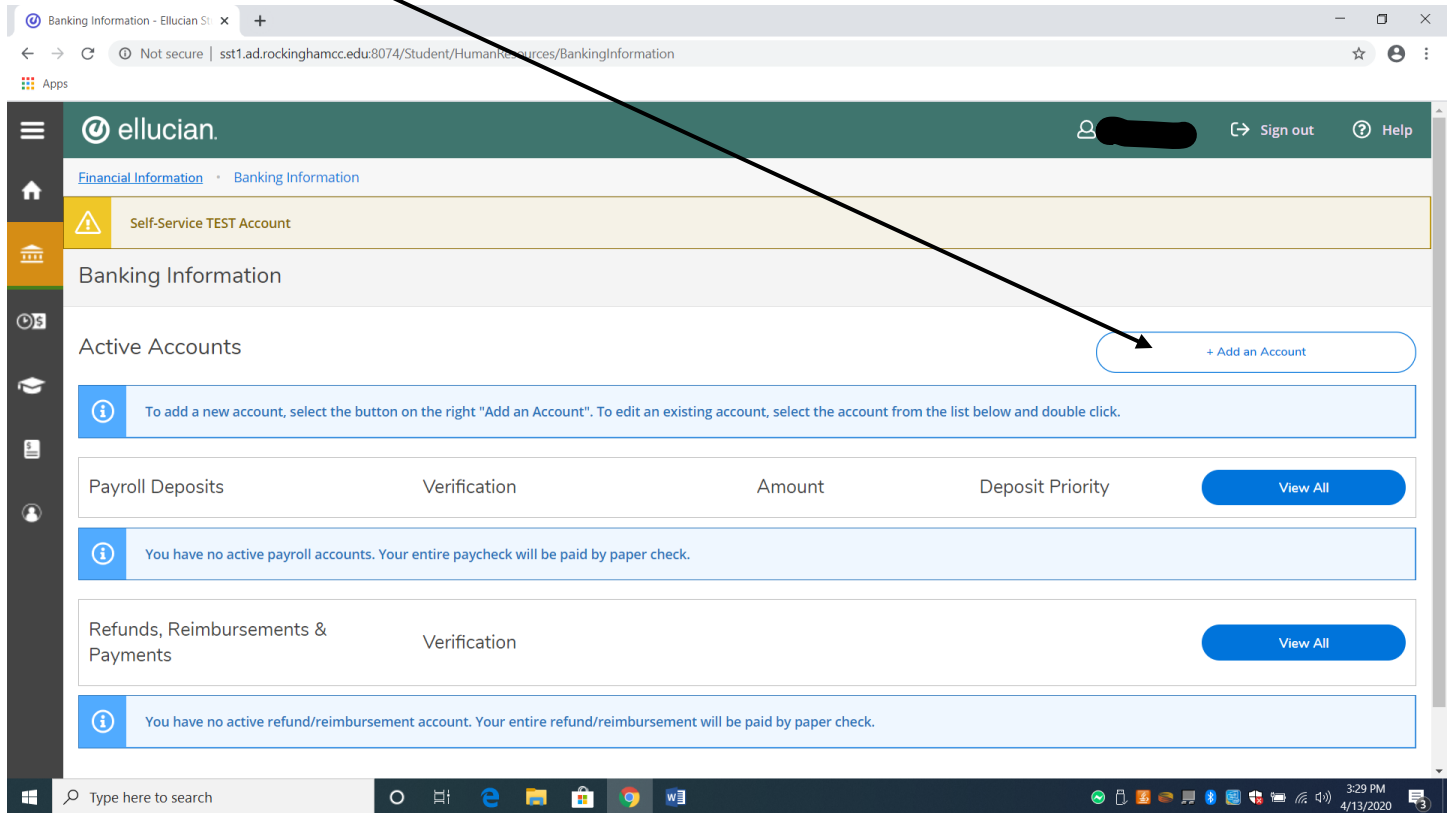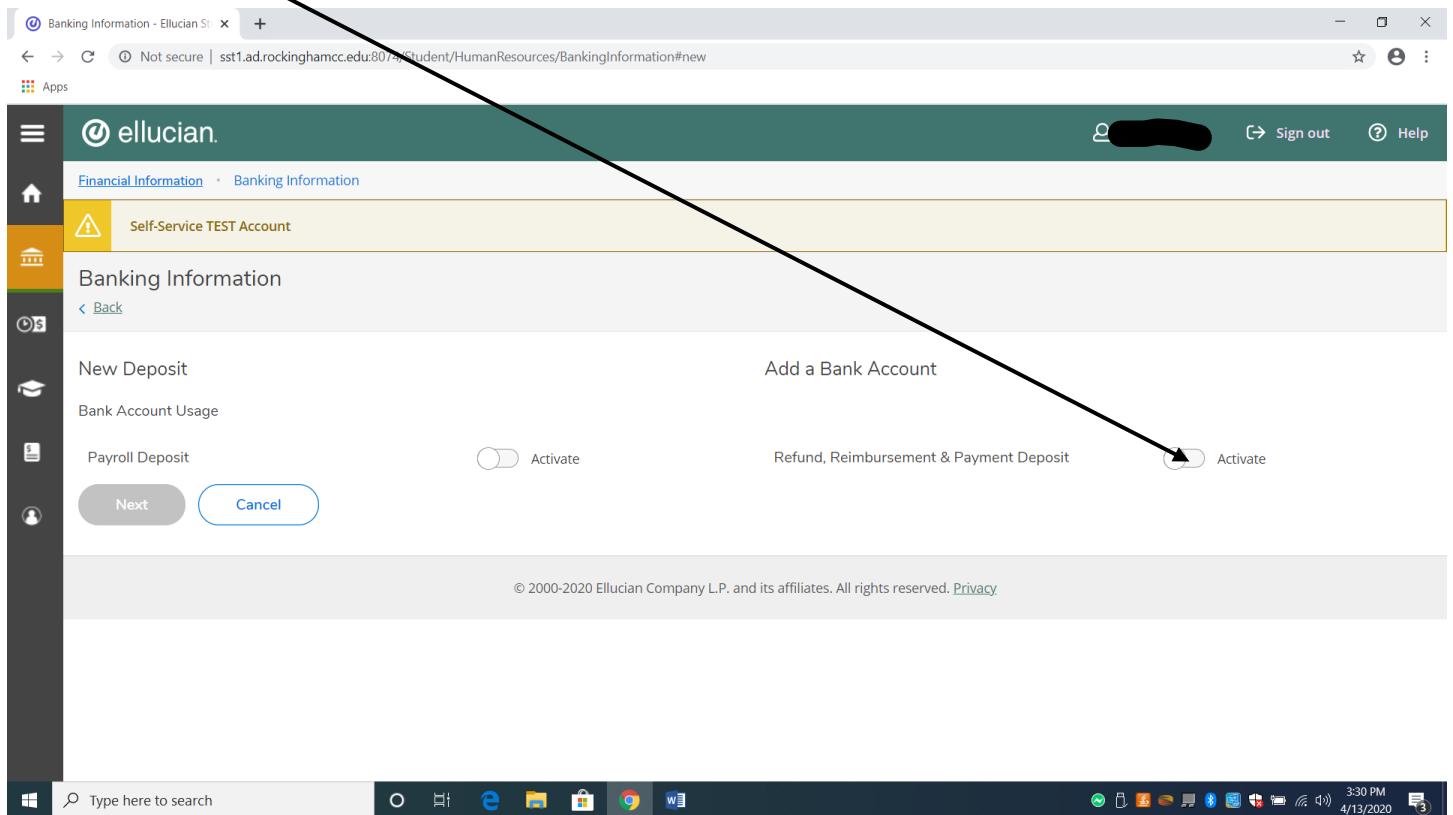
Click "Financial Information".
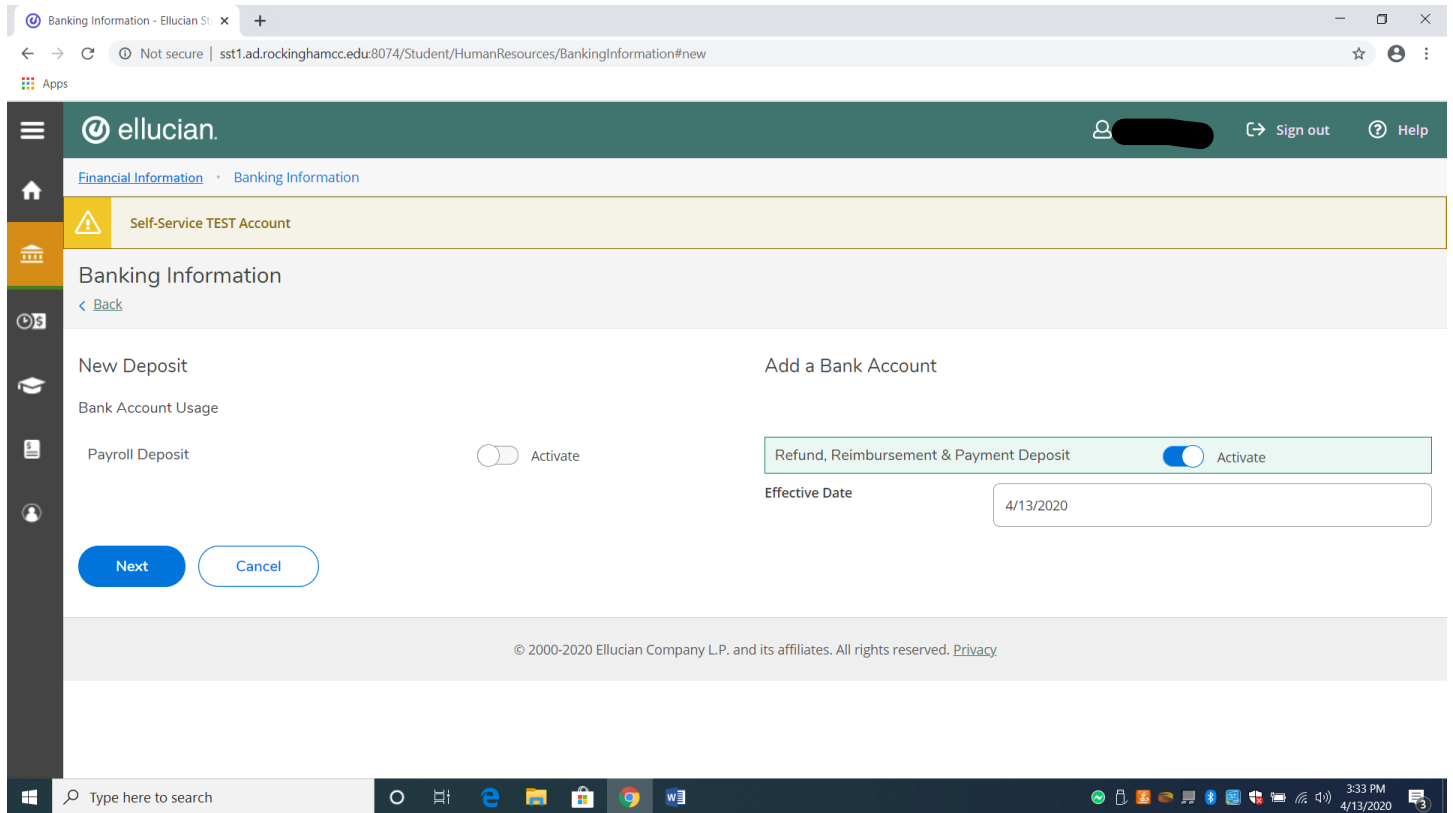

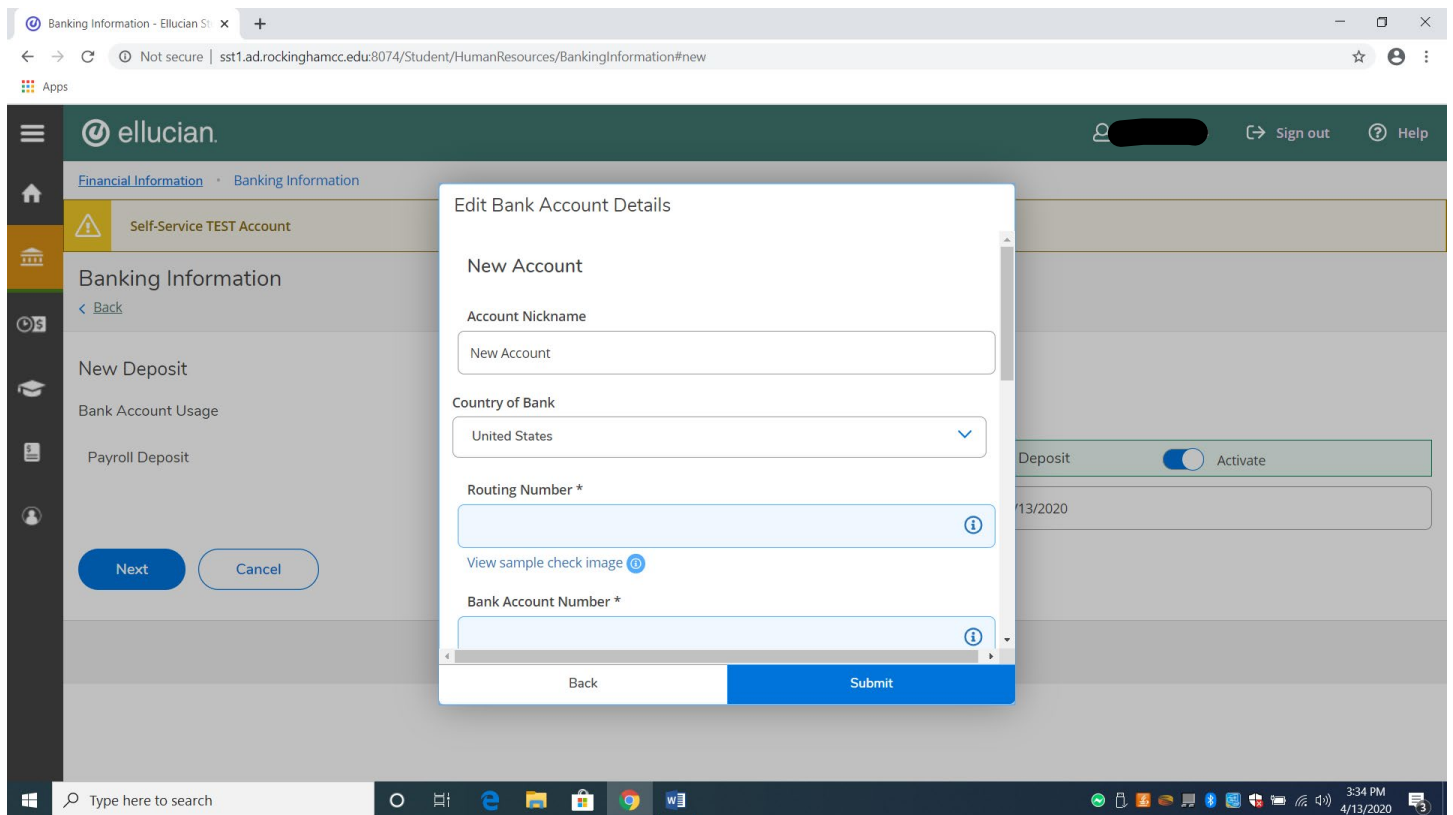Click "Banking Information".

Click "+ Add an Account".

Click "Activate" by sliding the bar to the right beside the "Refund, Reimbursement & Payment Deposit".
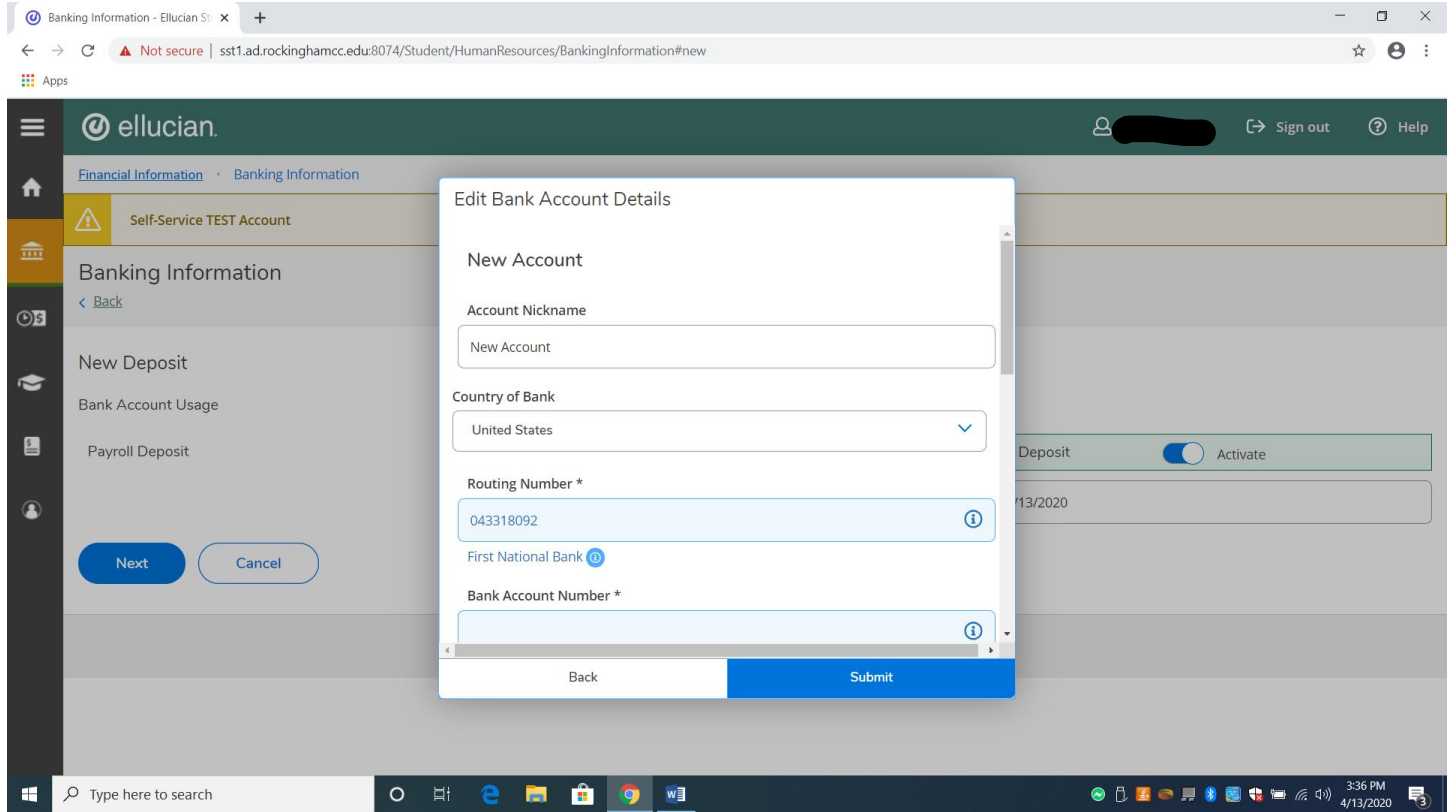
Effective Date is pre-filled. The date shown is the day you are entering the new account information into Self Service.
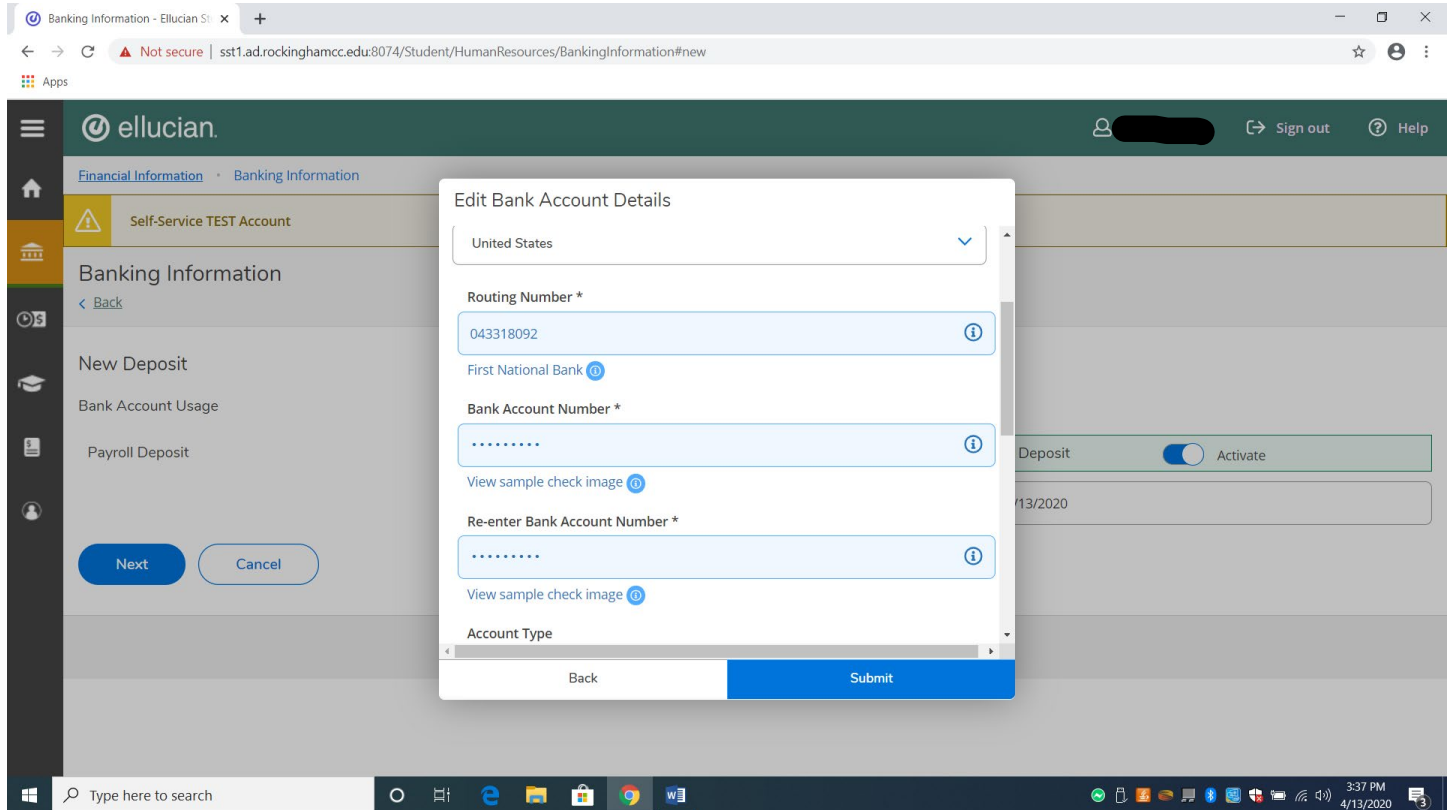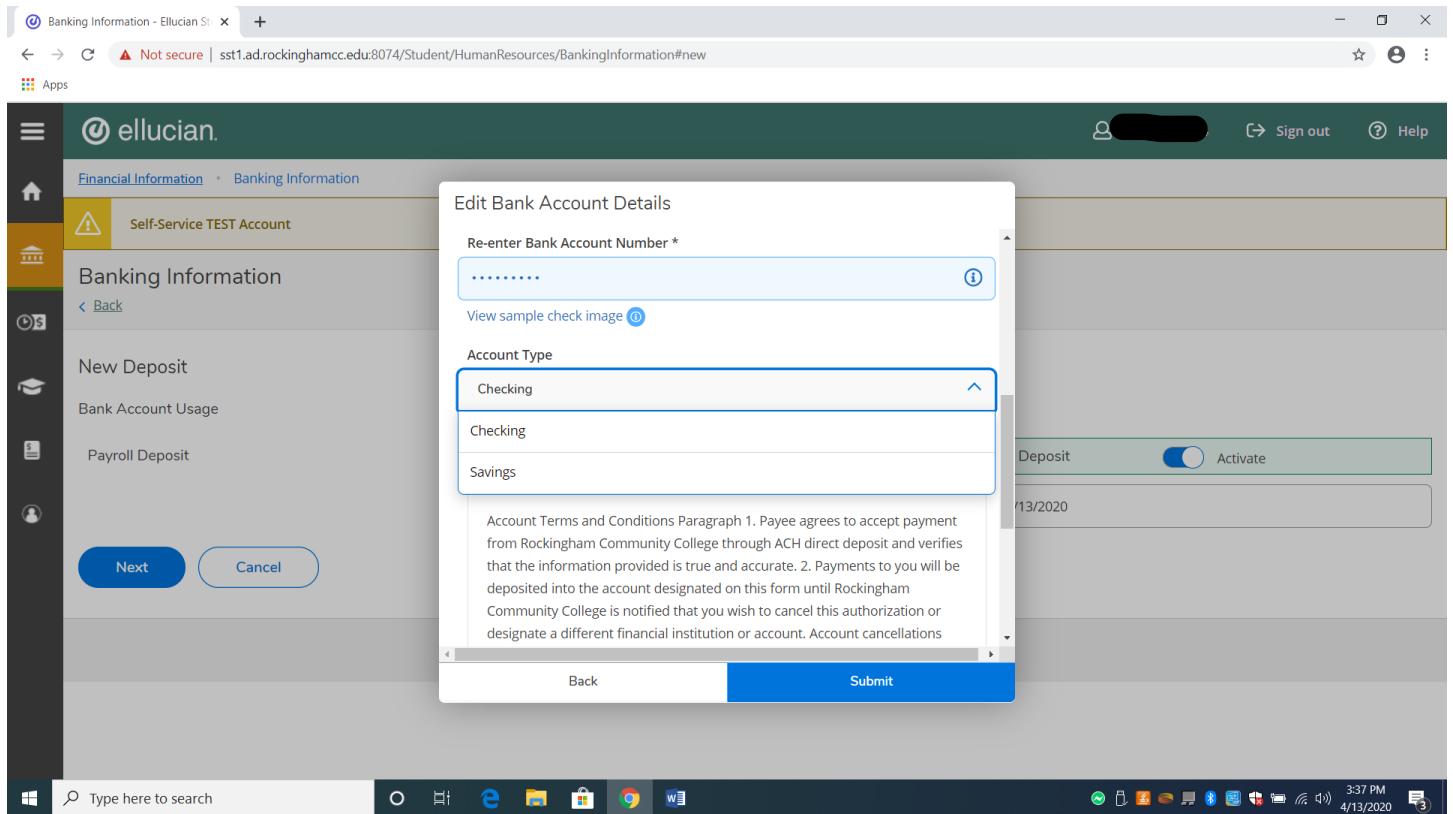

Click "Next".

Enter "Routing Number". Once the routing number is entered, you can see the bank's name referenced below the field:
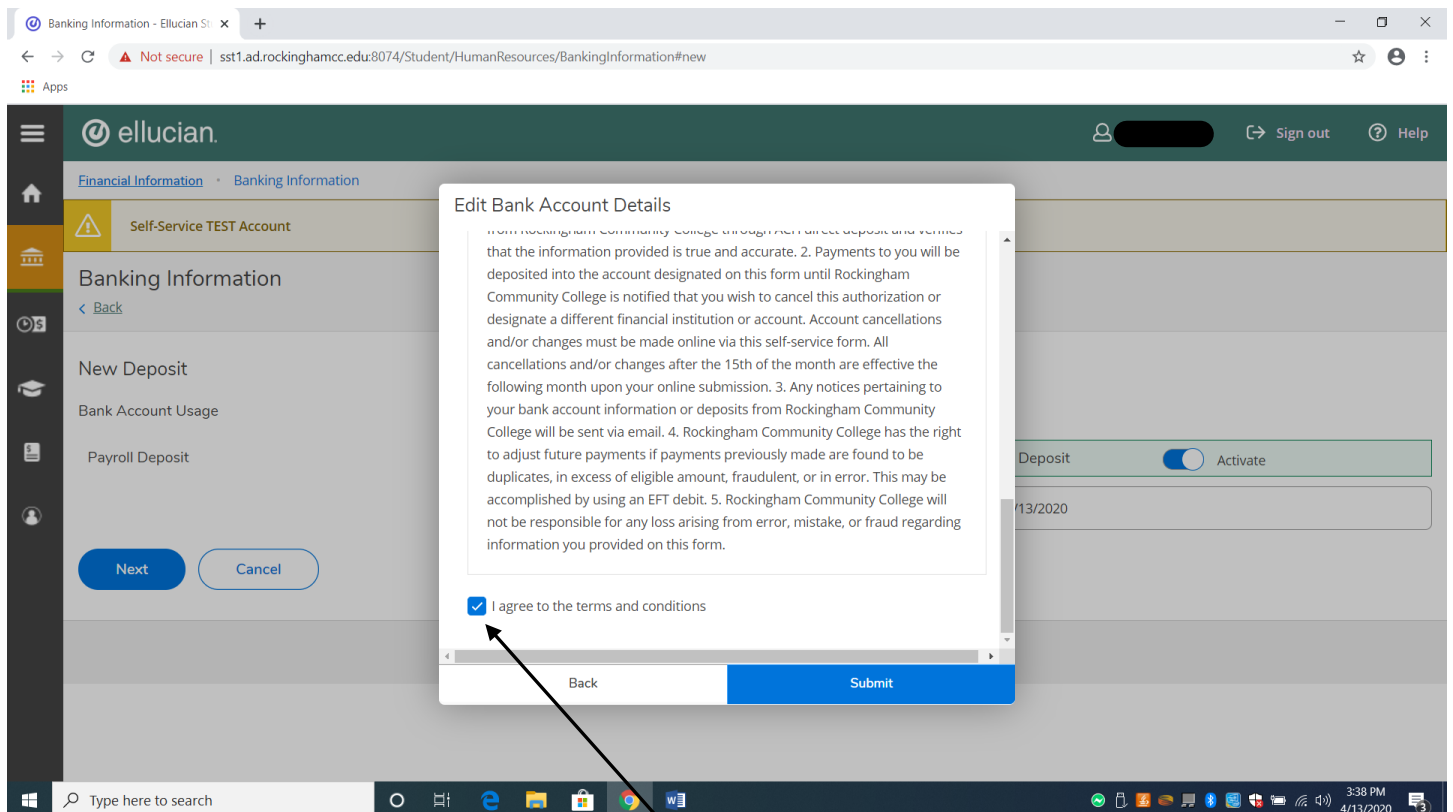

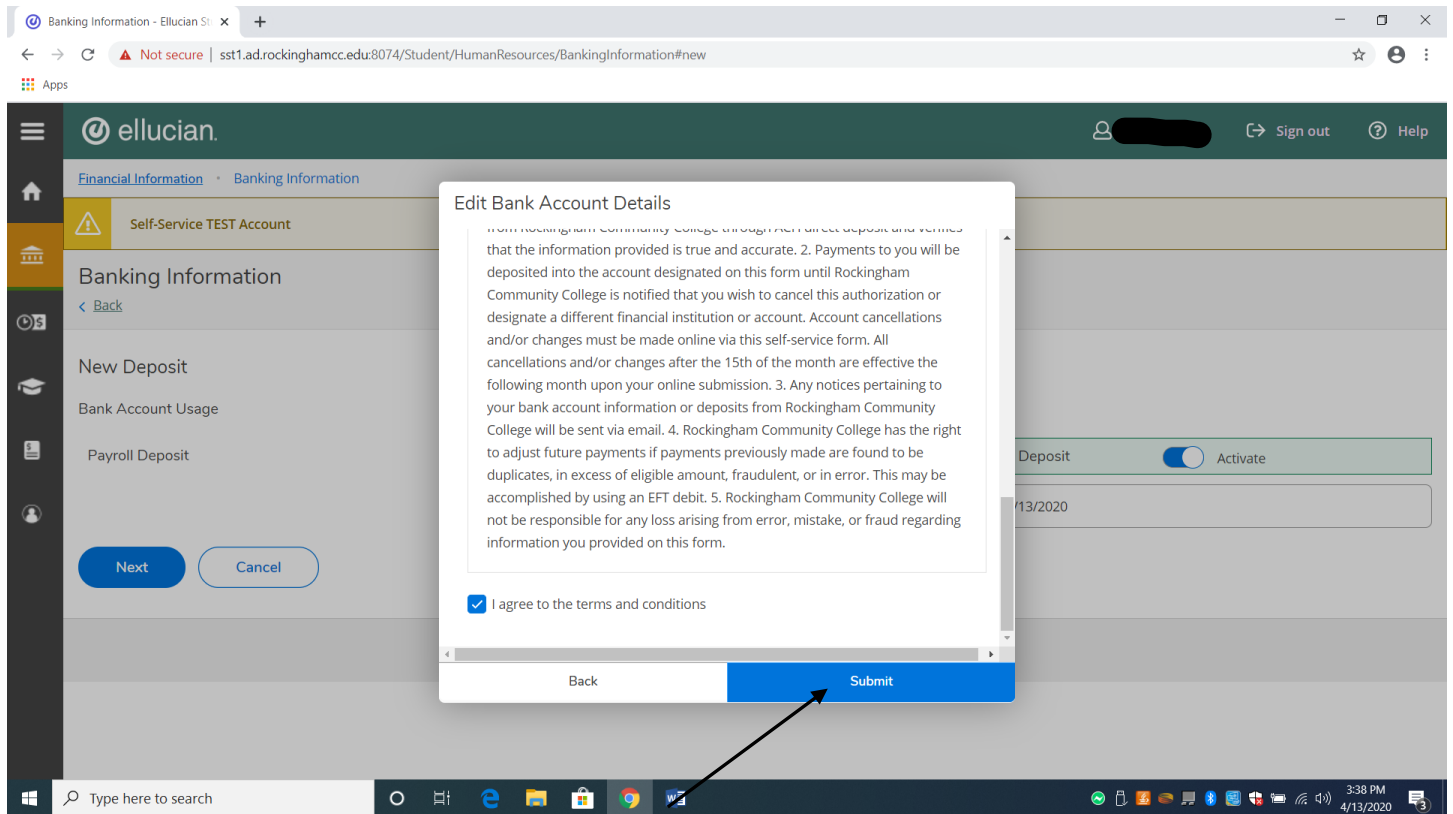Enter Bank Account Number twice.

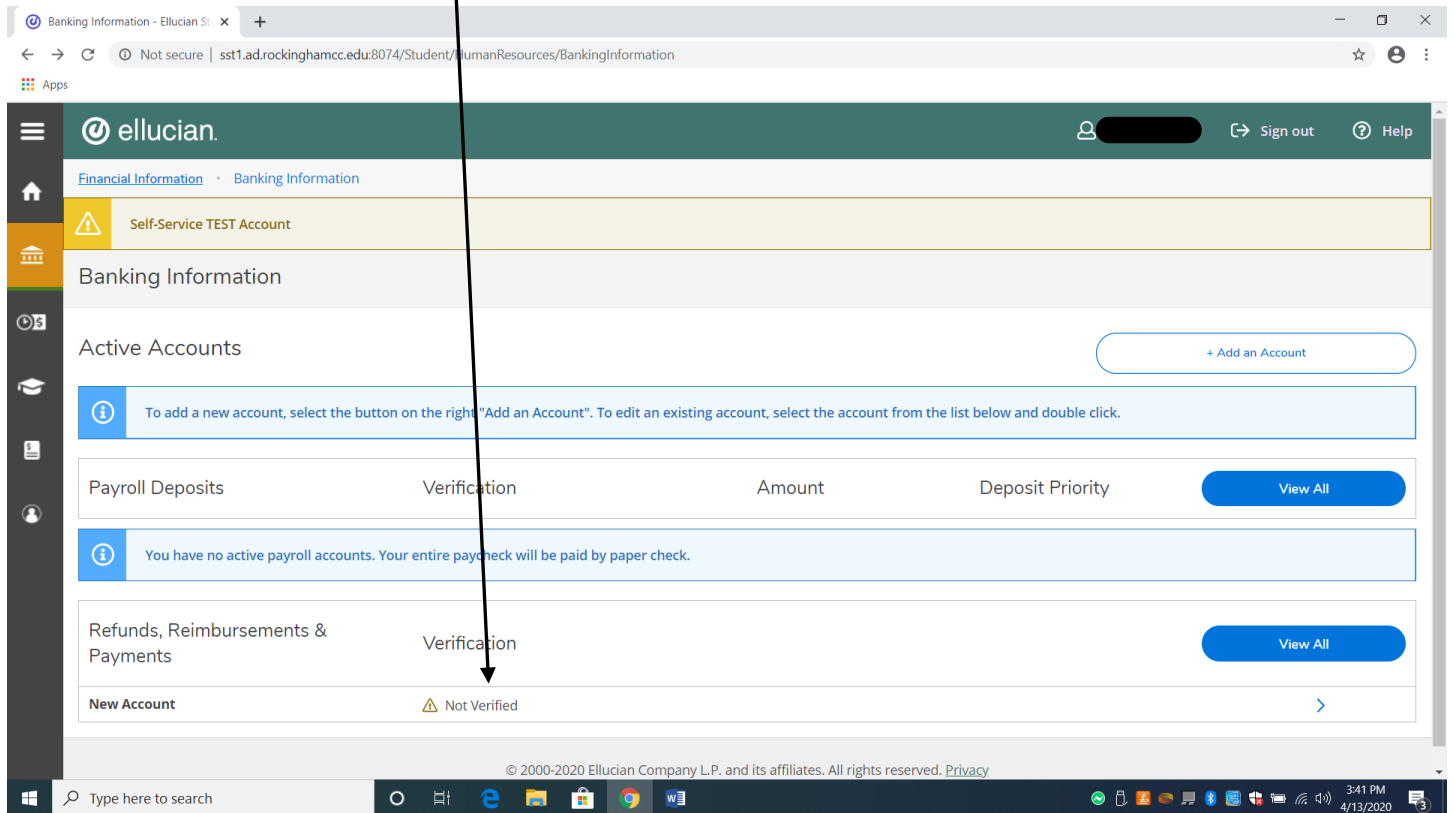Select Checking or Savings "Account Type"

Read the Terms and Condition then select the box to agree.

Click "Submit".

The new account will show "Not Verified" under the Verification column. Once the bank completes its verification process, the "Not Verified" will change to "Verified" and will have a green check mark.

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⚠ Self-Service TEST Account

Banking Information

‹ Back

New Account   Account # ...6789   [View Bank Account Details]

Bank Account Usage

Refund, Reimbursement & Payment Deposit	🔵 Activate

Verification   ⚠ Not Verified

Effective Date   4/13/2020

[Save]   [Cancel]