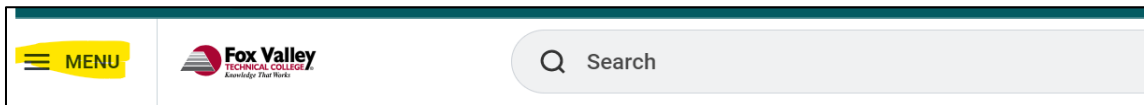




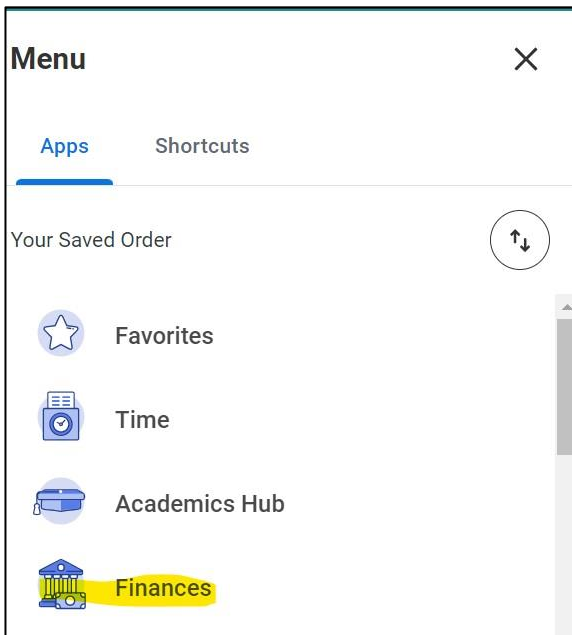
Setting Up Direct Deposit In Nelnet

NEW IN FALL 2024! All students will need to sign up again for direct deposit in our new system. Students will log into their Workday accounts and then create a Nelnet account to set up direct deposit. If a student does not sign up for direct deposit, their refund will be sent to the address listed on their Workday account via paper check. This process can take 7-14 business days in the mail from the date of processing. Please follow the steps below to set up your direct deposit in Workday and Nelnet.

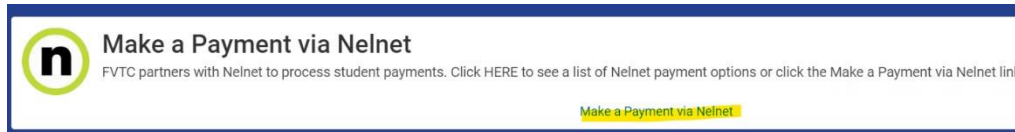
1. Log into Workday & click **Menu** on the top left.



2. A drop down will open, and you will click **Finances**



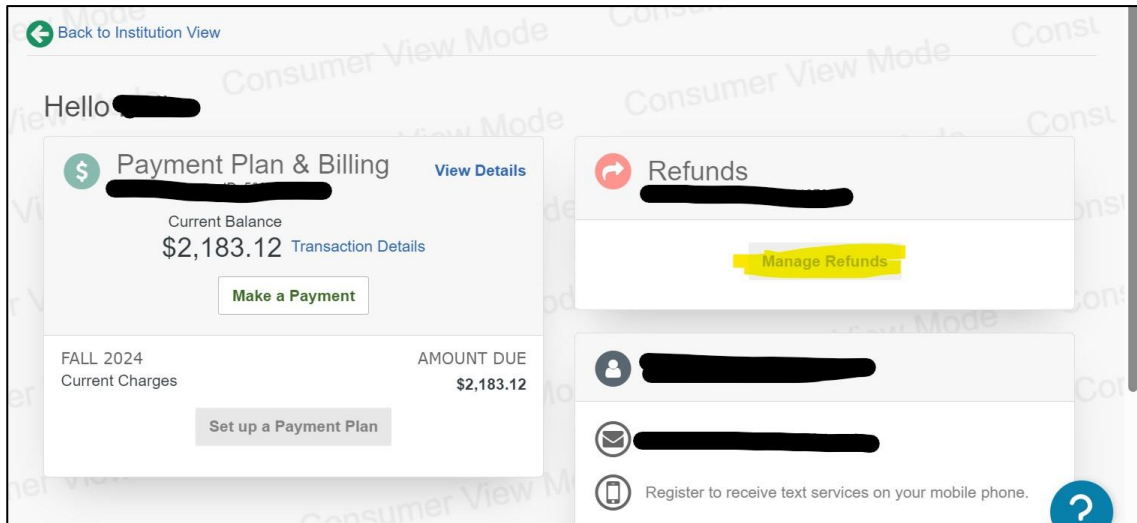
3. Click on **Make a Payment via Nelnet**. (You will be asked to fill in your basic information if this is your first-time logging into Nelnet.)



Make a Payment via Nelnet
FVTC partners with Nelnet to process student payments. Click [HERE](#) to see a list of Nelnet payment options or click the [Make a Payment via Nelnet](#) link.

[Make a Payment via Nelnet](#)

4. When in your Nelnet account, Select **Manage Refunds**.



Back to Institution View

Hello [Redacted]

Payment Plan & Billing [View Details](#)

Current Balance
\$2,183.12 [Transaction Details](#)

[Make a Payment](#)

FALL 2024
Current Charges

AMOUNT DUE
\$2,183.12

[Set up a Payment Plan](#)

Refunds [Redacted]

[Manage Refunds](#)

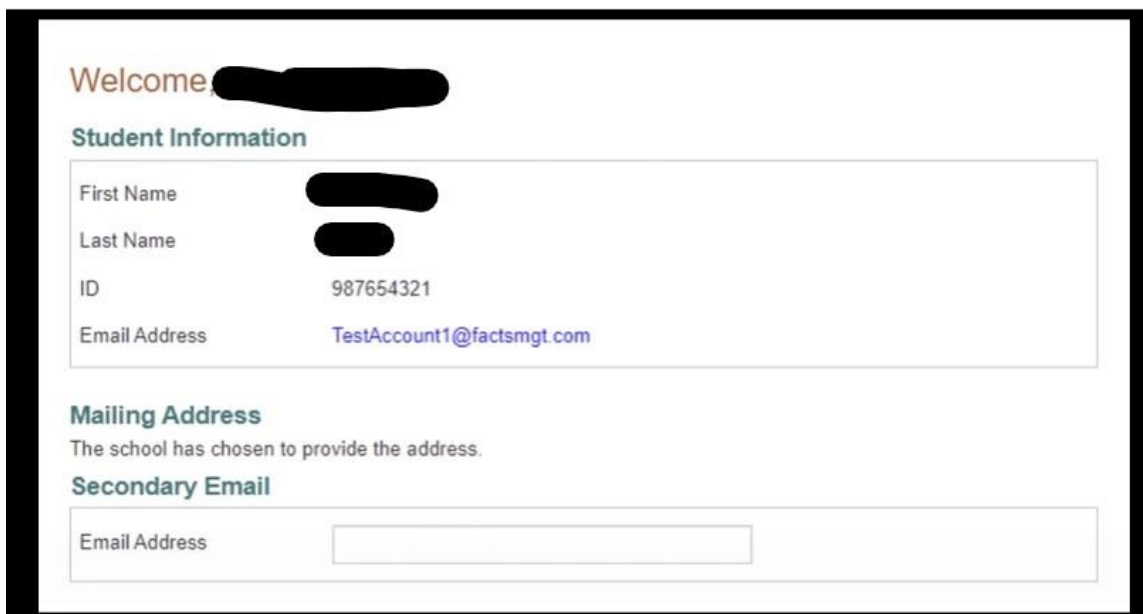
[Redacted]

[Redacted]

Register to receive text services on your mobile phone.

?

5. Verify the information listed on your student account.



Welcome [Redacted]

Student Information

First Name	[Redacted]
Last Name	[Redacted]
ID	987654321
Email Address	TestAccount1@factsmgt.com

Mailing Address
The school has chosen to provide the address.

Secondary Email

Email Address

6. You will need to provide a cell phone that allows you to verify your identity and send you notifications regarding your account.

The screenshot shows the 'Manage Mobile Alerts' page. At the top left is the Fox Valley Technical College logo with the tagline 'Knowledge That Works'. At the top right is a 'Customer Service' link. Below the logo is a blue navigation bar with 'Home' and 'Return' links. The main heading is 'Manage Mobile Alerts'. Underneath, there is a section for 'Mobile Enrollment' with two options: 'Confirm Your Identity By Text' and 'Receive Refund Notification By Text', each with a help icon and a checkbox. A text input field is labeled '10 Digit US Phone Number*'. Below the input field is a paragraph of terms and conditions: 'I certify that I am the subscriber to the provided US cellular or other US wireless number. To stay informed and receive the best service, I authorize Nelnet Campus Commerce and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or pre-recorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s). To opt out of text services and receive email notifications only, please select Save only to proceed.' At the bottom of this section are 'Save' and 'Cancel' buttons. At the very bottom right of the page are links for 'Top of Page', 'Terms of Use', and 'Privacy & Security', along with the copyright notice '2001-2020 Nelnet, Inc. and Affiliates. All Right Reserved.'

The screenshot shows the 'Authentication' page. At the top left is the Fox Valley Technical College logo with the tagline 'Knowledge That Works'. At the top right is a 'Customer Service' link. Below the logo is a blue navigation bar with 'Home' and 'Return' links. The main heading is 'Authentication'. Below the heading is a paragraph: 'Confirming your identity enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.' Below this is a sub-heading 'Please enter code sent via text.' and the label 'Authorization Code' above a text input field. At the bottom of this section are 'Submit' and 'Cancel' buttons. At the very bottom right of the page are links for 'Top of Page', 'Terms of Use', and 'Privacy & Security', along with the copyright notice '2001-2020 Nelnet, Inc. and Affiliates. All Right Reserved.'

7. Select **Bank Account (Direct Deposit)** and fill out your bank account information.

Fox Valley TECHNICAL COLLEGE
Knowledge That Works

Customer Service

Home Return

Enroll in Refunds

Step 2 of 2: Select your refund method

Refunds will be disbursed via the selected method at the time the request is received and processed. If a refund method is not selected, refunds will be delivered to you via first class mail in the form of a paper check, to the address on record with your institution.

Bank Account (Direct Deposit) Funds should be received **1-2 business days** from processed date

[Back to profile](#)

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Fox Valley TECHNICAL COLLEGE
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Customer Service

Home Return

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Account Holder Name*

Bank Name*

Account Type* Checking Savings

Routing Number* ?

Account Number* ?

Account Number Confirm*

By clicking Save, I authorize Nelnet Campus Commerce to disburse my student account refund via the method I have selected. I acknowledge that I am responsible for repayment if I receive money that I am not entitled to.

Please sign up for direct deposit and get your money in a few days instead of waiting for a paper check.

[Back to profile](#)

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Fox Valley TECHNICAL COLLEGE
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[Back to profile](#)

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8. Once completed, your information will be shown on the next screen as shown below.

Welcome, Test Student ID: 987654321

Refund Method

Refund Method Selected Bank Account: Checking - - 1234 [Edit Refund Method](#) [Remove Refund Method](#) [Edit Profile](#)

Change History

Changed Date	Change Made	Changed By
3/11/20 12:13:41 PM (CST)	Profile Update	987654321
3/11/20 2:10:15 PM (CST)	Profile Update	987654321

If you are having issues with your Nelnet Account, including refund set up, please contact

Nelnet Customer Service at 1-800-609-8056.