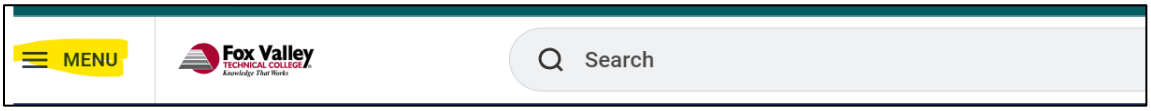
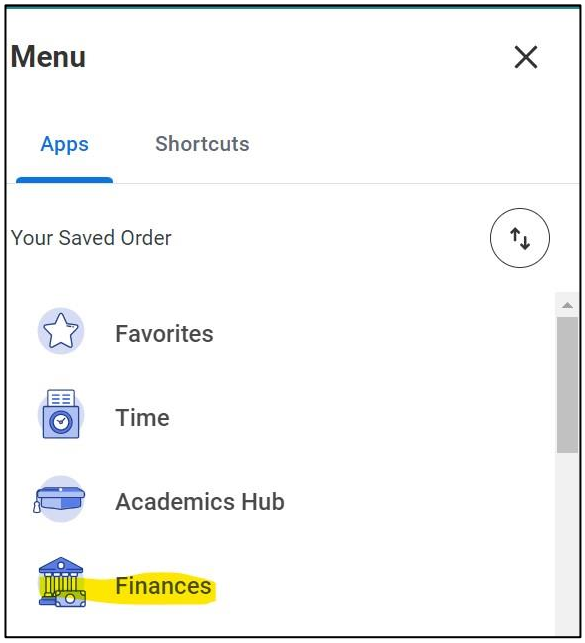
# Setting Up Direct Deposit In Nelnet

**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.

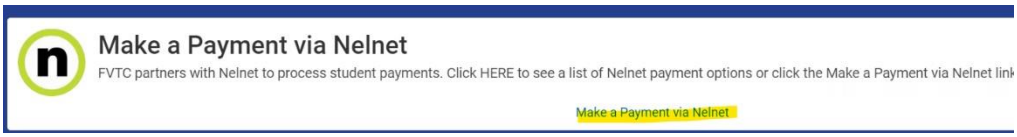
1. Log into Workday & click **Menu** on the top left.



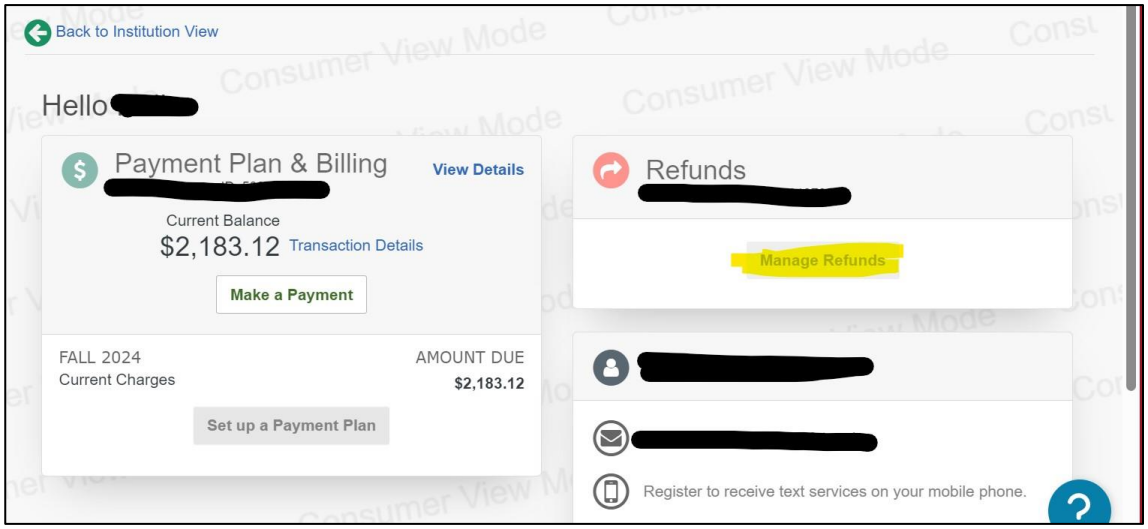

2. A drop down will open, and you will click **Finances**



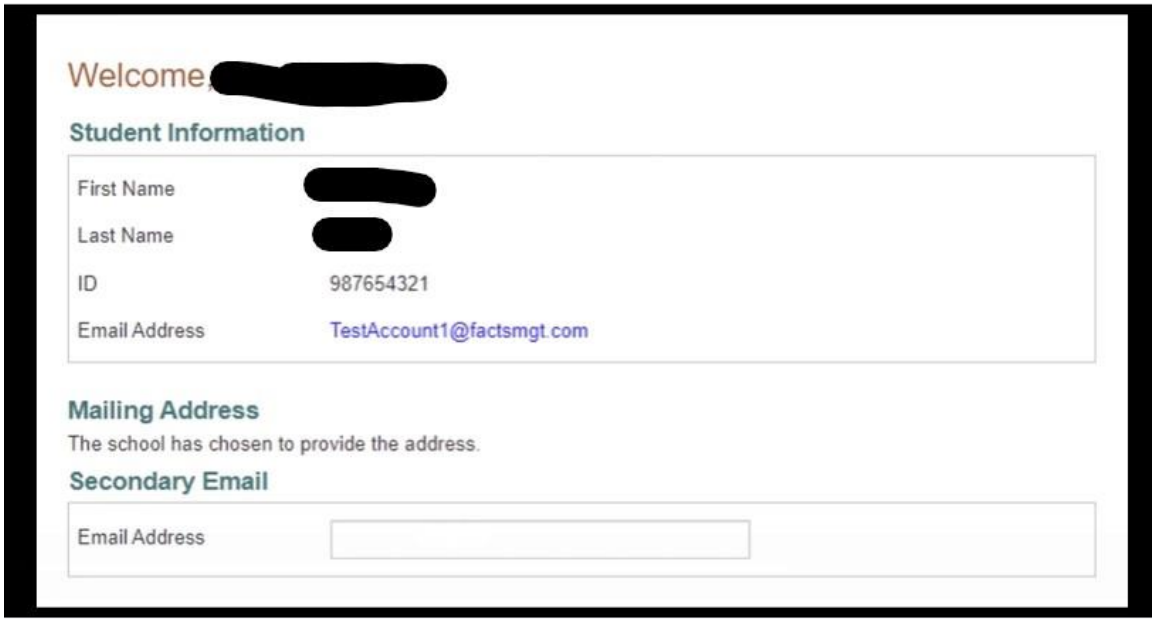
3. Click on **Make a Payment via Nelnet**. (You will be asked to fill in your basic information if this is your first-time logging into Nelnet.)



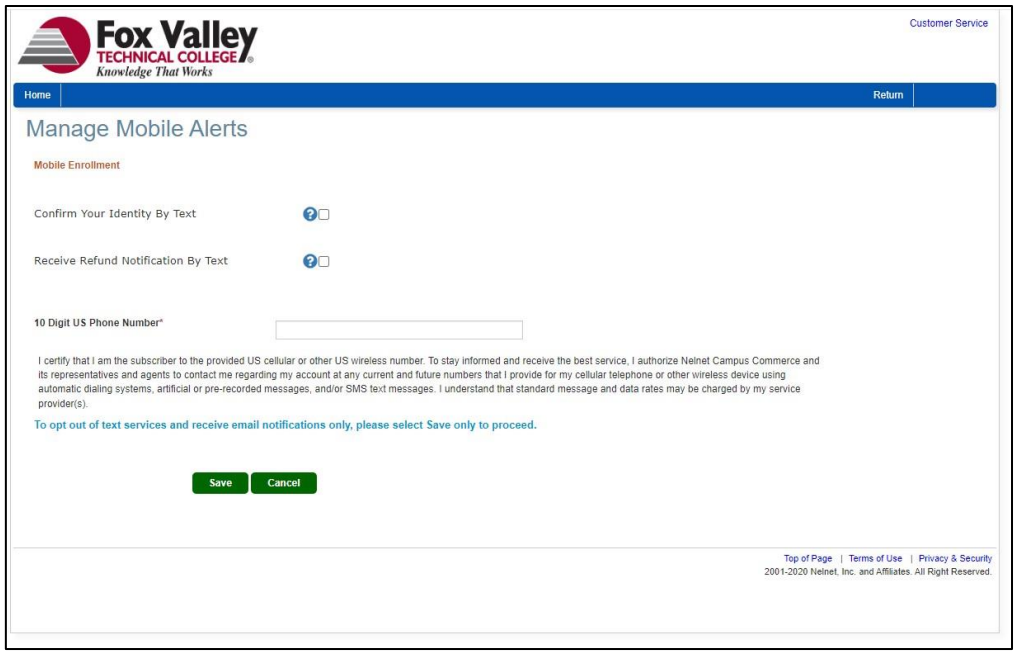

4. When in your Nelnet account, Select **Manage Refunds**.

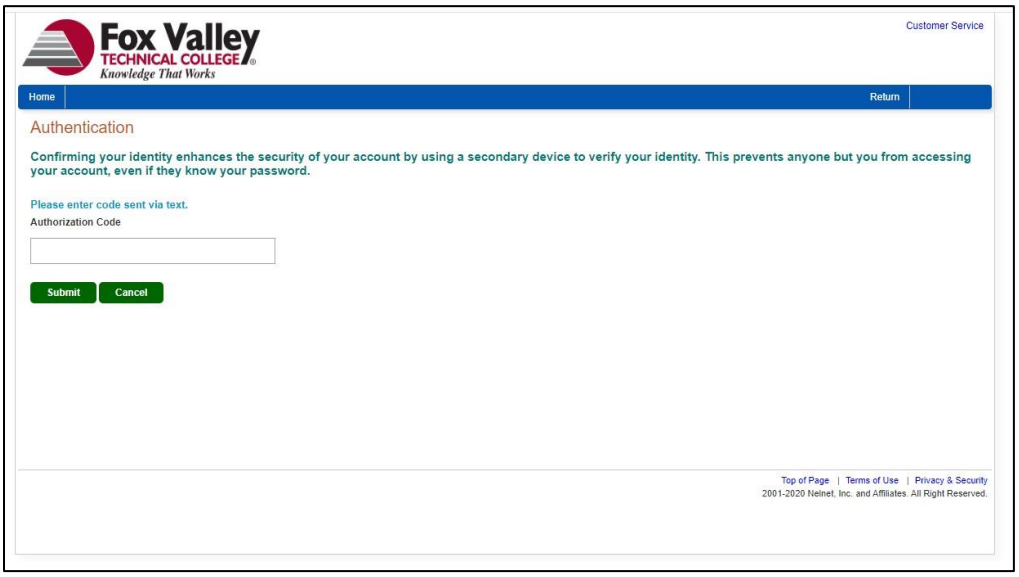



5. Verify the information listed on your student account.

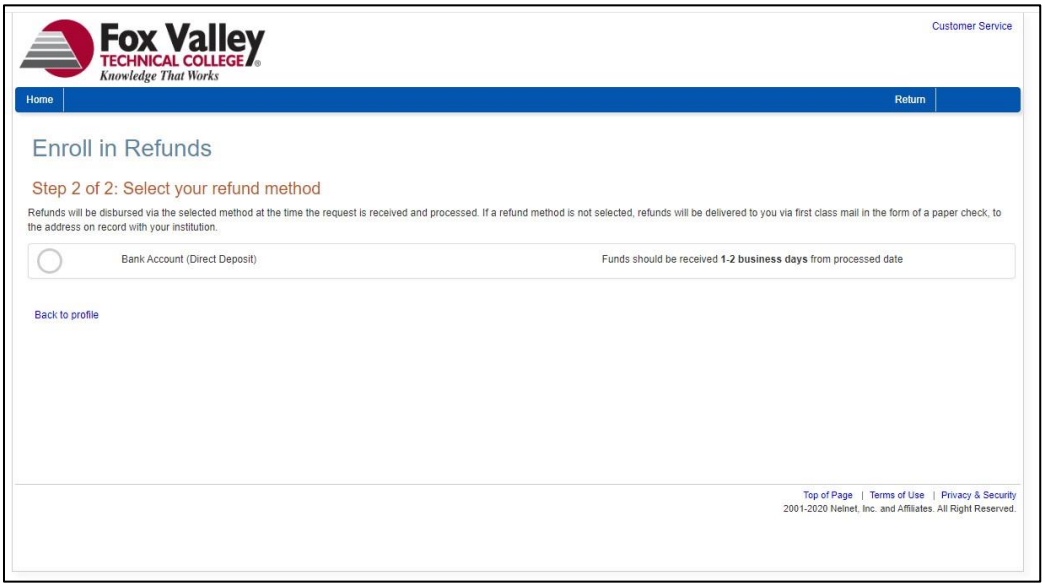


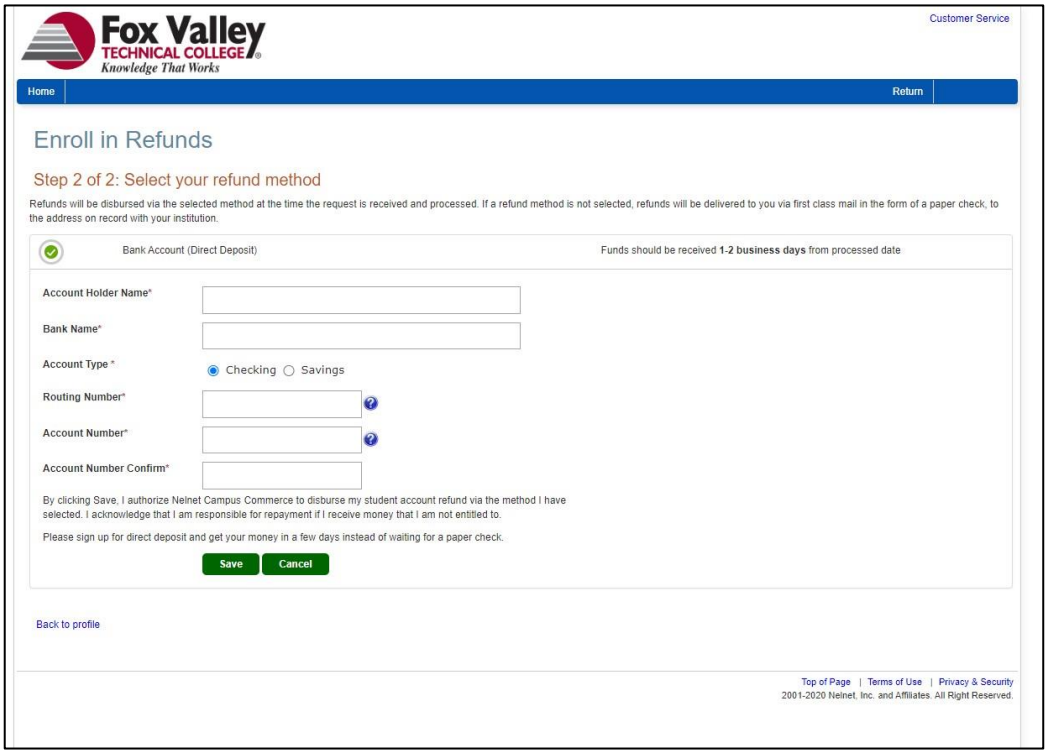
**6.** You will need to provide a cell phone that allows you to verify your identity and send you notifications regarding your account.

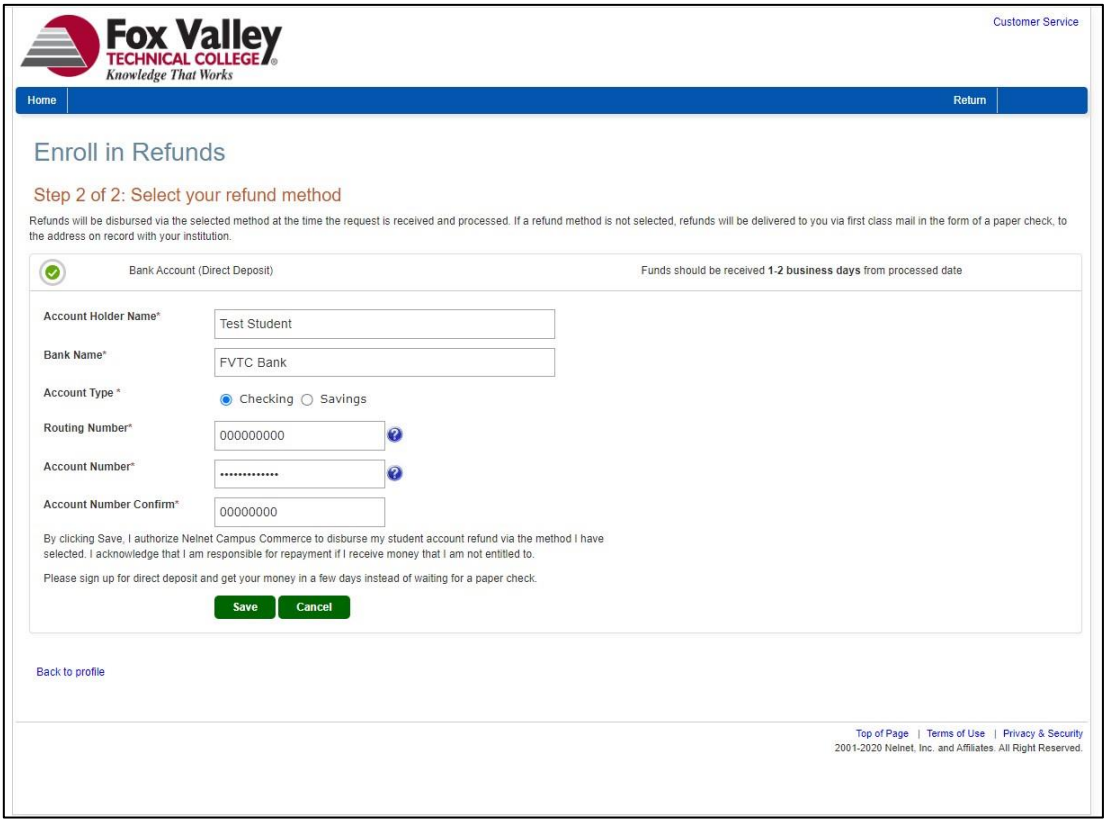


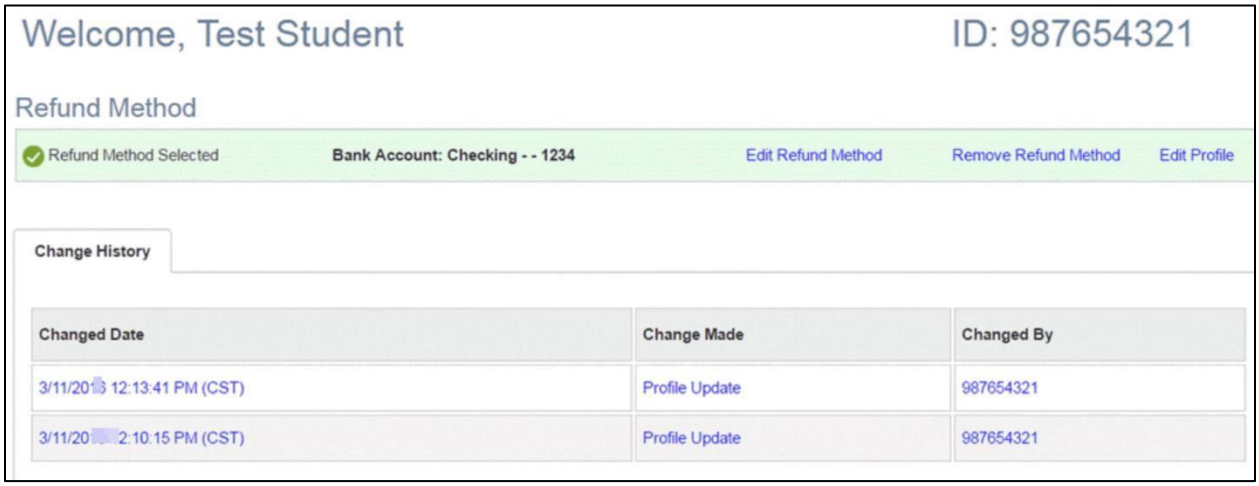
**7.** Select **Bank Account (Direct Deposit)** and fill out your bank account information.






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




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

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