

How To Set Up Direct Deposit (For Student Refunds)

Business Services

Berta Orive, Director of Business Services

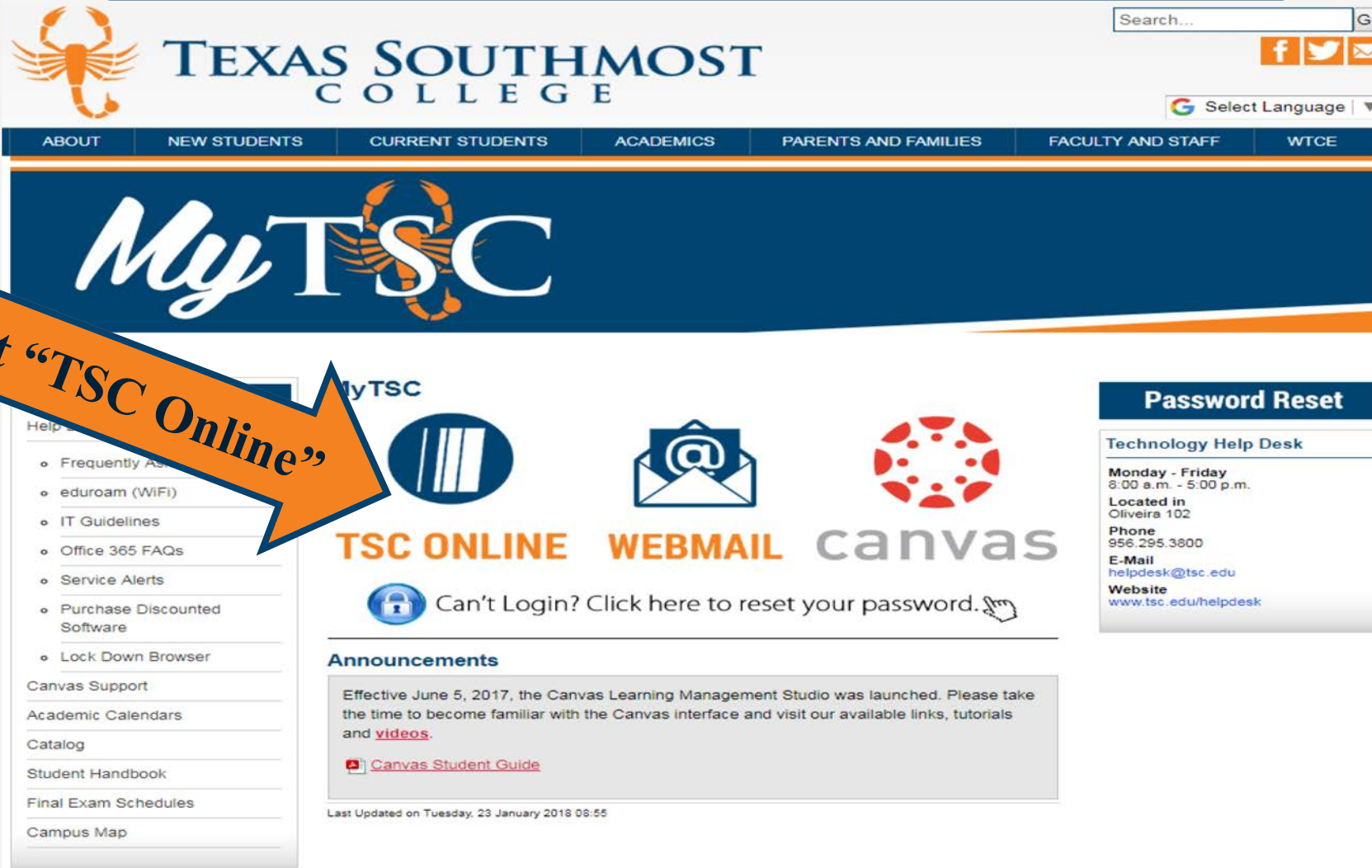
1. Go to www.tsc.edu



The screenshot shows the Texas Southmost College website homepage. At the top left is the college logo. To the right is a search bar with a 'Go' button and social media icons for Facebook, Twitter, and Email. Below the search bar is a 'Select Language' dropdown menu. A navigation menu contains links for ABOUT, NEW STUDENTS, CURRENT STUDENTS, ACADEMICS, PARENTS AND FAMILIES, FACULTY AND STAFF, and WTCE. The main banner features a blue background with orange text: 'EXTENDED HOURS! SCORPION SATURDAY TSC OPEN SATURDAY 10 AM to 4 PM JUNE 16 REGISTER NOW!' and the college logo. To the right of the banner is a vertical list of orange buttons: Apply Now, Programs, MyTSC, News, Jobs @ TSC, Calendar, and Contact Us. Below the banner are four content boxes: 'Video' with an 'Open Forum' announcement and a 'Watch Video' link; 'Campus Tours' with a 'Request a Campus Tour' announcement and a 'Request Tour' link; 'Facility Rentals' with a 'Host Your Event at TSC' announcement and a 'See Spaces and Rates' link; and 'Upcoming Events' with a 'TSC Board Meeting' announcement and a 'Video' link.

Click "MyTSC"

2. Select TSC Online



The screenshot shows the Texas Southmost College website with the MyTSC portal. The navigation bar includes links for ABOUT, NEW STUDENTS, CURRENT STUDENTS, ACADEMICS, PARENTS AND FAMILIES, FACULTY AND STAFF, and WTCE. The MyTSC logo is prominently displayed. Below the logo, there are icons for TSC ONLINE, WEBMAIL, and canvas. A link for 'Can't Login? Click here to reset your password.' is visible. On the right, there is a 'Password Reset' section with contact information for the Technology Help Desk. On the left, there is a 'Help' section with a list of frequently asked questions.

MyTSC

TSC ONLINE **WEBMAIL** **canvas**

[Can't Login? Click here to reset your password.](#)

Announcements

Effective June 5, 2017, the Canvas Learning Management Studio was launched. Please take the time to become familiar with the Canvas interface and visit our available links, tutorials and [videos](#).

[Canvas Student Guide](#)

Last Updated on Tuesday, 23 January 2018 08:55

Password Reset

Technology Help Desk

Monday - Friday
8:00 a.m. - 5:00 p.m.

Located in
Oliveira 102

Phone
956.295.3800

E-Mail
helpdesk@tsc.edu

Website
www.tsc.edu/helpdesk

Help

- Frequently Asked Questions
- eduroam (WiFi)
- IT Guidelines
- Office 365 FAQs
- Service Alerts
- Purchase Discounted Software
- Lock Down Browser

Canvas Support

Academic Calendars

Catalog

Student Handbook

Final Exam Schedules

Campus Map

Select "TSC Online"

3. Click on “Log In”



The screenshot shows the TSC Online website interface. At the top left, the text "TSC Online" is displayed with a scorpion logo. To the right, there is a navigation bar with three buttons: "Log In", "MAIN MENU", and "CONTACT Us". Below this, a "Students" button is highlighted. On the left side of the main content area, the text "Welcome Guest!" is visible. A large orange arrow points to the "Log In" button in the bottom right corner of the page. The bottom right corner also contains links for "Account Information" and "My Password", and the "WebAdvisor 3.1" logo with the text "POWERED BY DATATEL".

main menu

Welcome Guest!

Students

Log In

Account Information

My Password

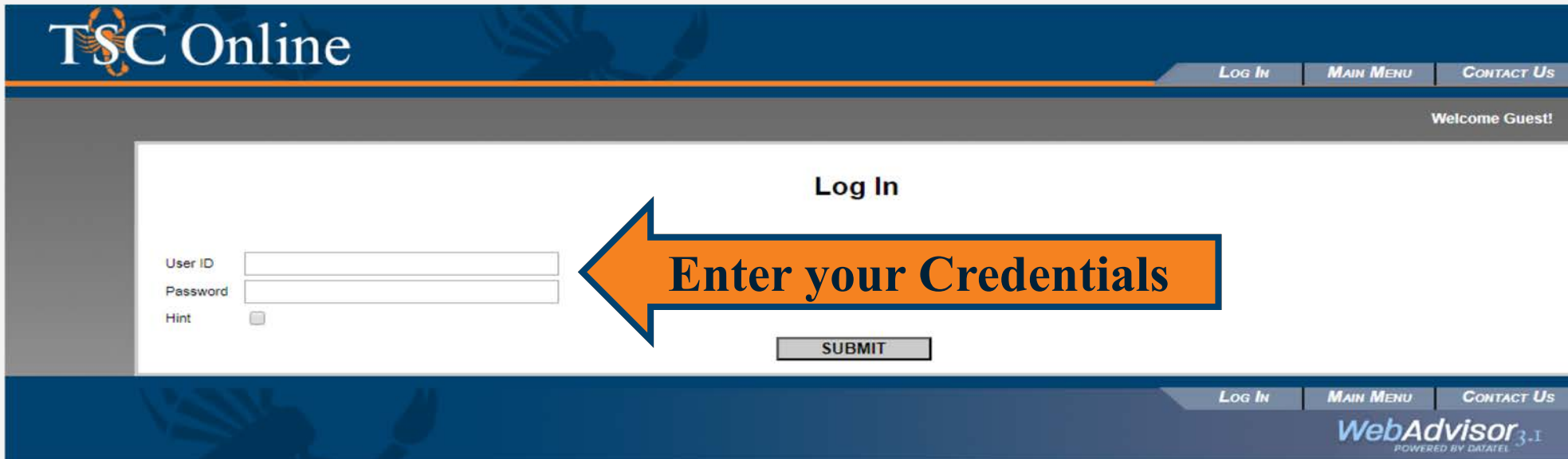
Log In

MAIN MENU

CONTACT Us

WebAdvisor 3.1
POWERED BY DATATEL

4. Enter your Credentials



TSC Online

LOG IN MAIN MENU CONTACT US

Welcome Guest!

Log In

User ID

Password

Hint

Enter your Credentials

SUBMIT

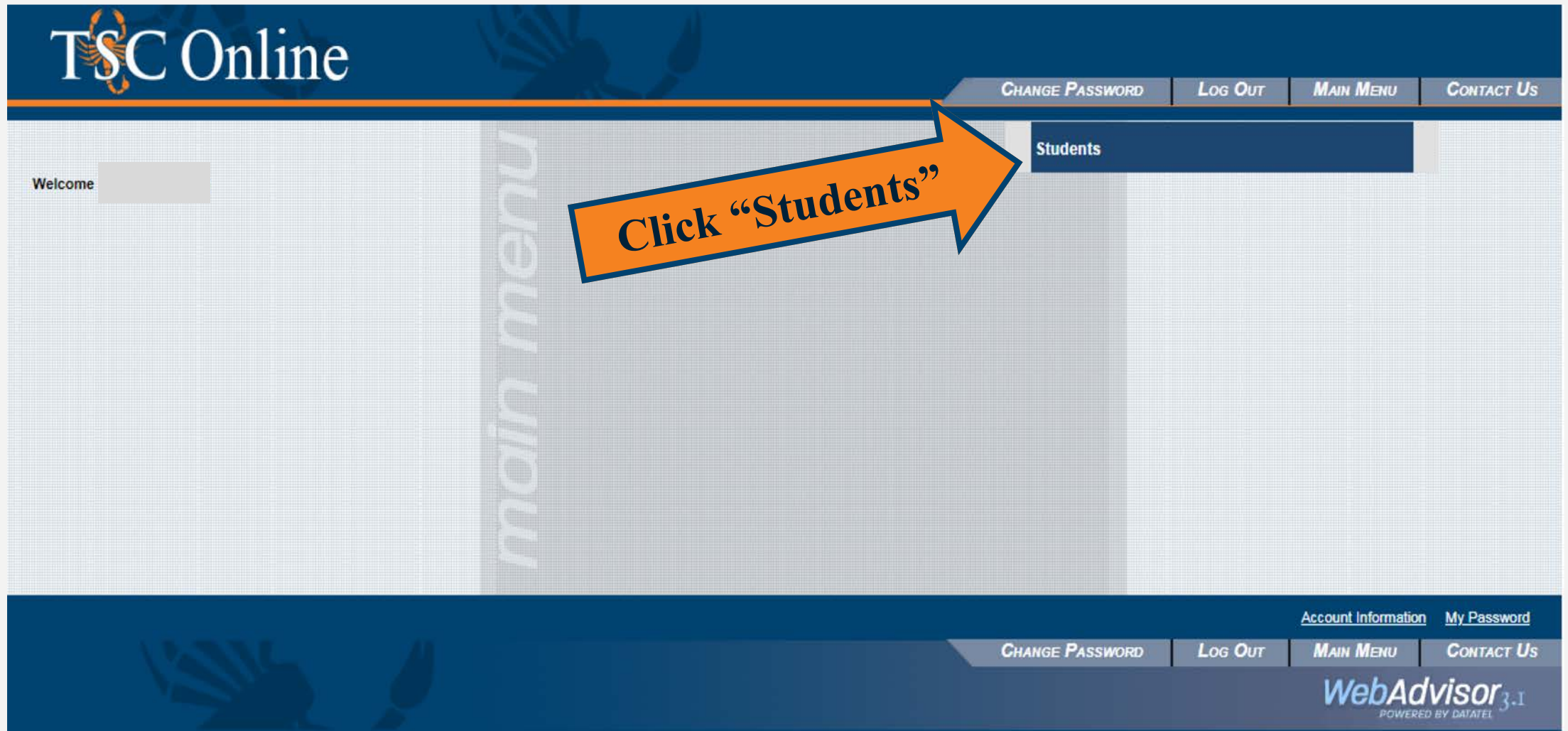
LOG IN MAIN MENU CONTACT US

WebAdvisor^{3.1}
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If you need to reset your password, visit the [TSC Password Reset Tool](#) online.

If additional assistance is needed, please contact the TSC Help Desk at helpdesk@tsc.edu or 956-295-3800

5. Click on Students



The screenshot shows the TSC Online WebAdvisor interface. At the top left, the logo "TSC Online" is displayed. To the right of the logo, there are four navigation buttons: "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", and "CONTACT Us". Below these buttons, a dark blue horizontal bar contains the "Students" link, which is highlighted. A large orange arrow with a blue outline points to this "Students" link, with the text "Click 'Students'" written inside it. On the left side of the page, there is a "Welcome" label followed by a grey rectangular box. In the background, the words "main menu" are written vertically in a light blue font. At the bottom of the page, there are two rows of navigation links. The top row includes "Account Information" and "My Password". The bottom row includes "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", and "CONTACT Us". In the bottom right corner, the text "WebAdvisor 3.1" is displayed, with "POWERED BY DATATEL" written below it.

TSC Online

CHANGE PASSWORD LOG OUT MAIN MENU CONTACT Us

Welcome

main menu

Students

Click "Students"

Account Information My Password

CHANGE PASSWORD LOG OUT MAIN MENU CONTACT Us

WebAdvisor 3.1
POWERED BY DATATEL

6. Click on Bank Information

TSC Online

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | CONTACT Us

CURRENT STUDENTS - STUDENTS MENU Welcome

The following links may display confidential information.

<p>User Account</p> <p>What's my User ID?</p>	<p>Communication</p> <p>My Documents</p>
<p>Financial Information</p> <p>View Account and Make Payments Make a Payment Account Summary Account Summary by Term View My Payment Plan Schedule 1098 Electronic Consent View My 1098-T Forms View My 1098-E Forms 1098-E Electronic Consent Bank Information (U.S.) View My 1098-T Statement of Charges for Web VA Certification</p>	<p>Registration</p> <p>Register for Sections Register and Drop Sections Register and Pay for Continuing Education Classes Search for Sections My class schedule</p>
<p>Financial Aid</p> <p>Financial Aid by Year Financial aid status by term Financial Aid Paper Correspondence Option Financial aid award letter Financial Aid Shopping Sheet Accept or reject my financial aid awards Financial aid loan application Student Loan Request Student Loan Adjustment Application for Peace Officer or Firefighter Exemption State Grants Statement of Eligibility Form Special Programs Request Form Summer Aid Request</p>	<p>Academic Planning</p> <p>Academic Profile</p> <p>Grades Grade Point Average by Term Transcript Degree Audit Test Summary My class schedule My profile</p>

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | CONTACT Us

7. Enter all Bank Information

Bank Information (U.S.)

[How do I find the routing number and bank account number?](#)

Below is your current bank account information. Change or add information here. Please fill in all fields.

Address	Routing Number	Bank Account Number	Delete
			<input type="checkbox"/>

Routing Number

Re-Enter Routing Number

Bank Account Number

Re-Enter Bank Account Number

Account Type

Receive payment advice via

Effective Date

Confirmation E-Mail Address

Please see **NEXT SLIDE** for sample of Routing and Account Numbers

Terms and Conditions

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association, Texas Southmost College ("TSC") to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank and bank account owned by me referenced above. This authorization will remain in effect until cancelled in writing. A new authorization must be completed if I change my bank account, close my bank account, or change financial institutions.

NOTE: I understand that TSC requires ten (10) business days to set up this initial authorization and two (2) business days for funds to become available following an ACH electronic funds transfer.

I Agree

SUBMIT

Check Sample



The routing number is 9 digits surrounded by |:

The bank account number is usually left of ||'

8. Enter all Bank Information

TSC Online

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

CURRENT STUDENTS Welcome

Bank Information (U.S.)

[How do I find the routing number and bank account number?](#)

Below is your current bank account information. Change or add information here. Please fill in all fields.

Address	Routing Number	Bank Account Number	Delete
			<input type="checkbox"/>

Routing Number

Re-Enter Routing Number

Bank Account Number

Re-Enter Bank Account Number

Account Type

Receive payment advice via

Effective Date

Confirmation E-Mail Address

Terms and Conditions

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NOTE: I understand that TSC requires ten (10) business days for this initial authorization and two (2) business days for become available following an ACH electronic funds transfer.

I Agree

SUBMIT

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

Please make sure you enter accurate Bank information and fill out **ALL** the fields.

Need to Check Box

Then Click "Submit"

9. Confirmation Page

CURRENT STUDENTS Welcome

Bank Acct Info Confirmation

Your bank account information for address:
has been changed to the following:
Routing Number:
Account Type:
Effective Date:

This is your **confirmation that
your set up was successfully
submitted.**

OK

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [HELP](#) | [CONTACT Us](#)

WebAdvisor_{3.1}
POWERED BY DATATEL

10. Email Confirmation

**You will also receive an email confirmation to your TSC Email notifying that you have successfully submitted your direct deposit set up.
(Please see sample below)**

From: colleague@tsc.edu [mailto:colleague@tsc.edu]
Sent: **Date and time you submitted**
To: **Your TSC Email Account**
Subject: Confirmation of Bank Account Information Changes

Your bank account information for address:

(Example below)

Routing Number: 123456789

Bank Account Number: ****1234

Account Type:

Payment Advice Method:

Effective Date:

Direct Deposit COMPLETE



DELETE or EDIT Bank Information

If you decide to DELETE your direct deposit set up or Need to enter New bank information, please see the following slide for instructions.

DELETE or EDIT Bank Information

TSC Online [CHANGE PASSWORD](#) [LOG OUT](#) [MAIN MENU](#) [STUDENTS MENU](#) [HELP](#) [CONTACT US](#)

CURRENT STUDENTS Welcome

Bank Information (Update)

[How do I find the routing number and bank account number?](#)

Below is your current bank account information. Change or add information here. Please fill in all fields.

Address	Routing Number	Bank Account Number	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Routing Number

Re-Enter Routing Number

Bank Account Number

Re-Enter Bank Account Number

Account Type

Receive payment advice via

Effective Date

Confirmation E-Mail Address

Terms and Conditions

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association, Texas Southmost College ("TSC") to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank and bank account owned by me referenced above. This authorization will remain in effect until cancelled in writing. A new authorization must be completed if I change my bank account, close my bank account, or change financial institutions.

NOTE: I understand that TSC requires ten (10) business days for this initial authorization and two (2) business days for subsequent payments to become available following an ACH electronic fund transfer.

I Agree

SUBMIT

[CHANGE PASSWORD](#) [LOG OUT](#) [MAIN MENU](#) [STUDENTS MENU](#) [HELP](#) [CONTACT US](#)

Check Box to DELETE direct deposit set up or change Bank Information.

Need to Check Box

Then Click "Submit"

Contact Information

**For any questions and/or concerns regarding this process, please contact: Business Services
(956) 295-3420 and/or
cashiers@tsc.edu**