**Direct Deposit Instruction**

1. Go to UAOnline at <https://uaonline.alaska.edu>



1. From your welcome screen, click on the first tab Student Services and Account Information.



1. Select Direct Deposit Services option under Student Services & Account Information tab.



1. Choose First time setup of direct deposit on Direct Deposit Services Page.



1. Enter bank account number, routing number and your email address. Verify your information and submit.

