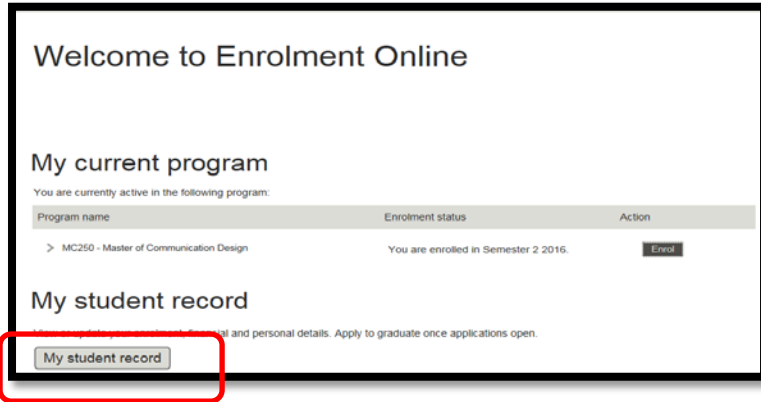


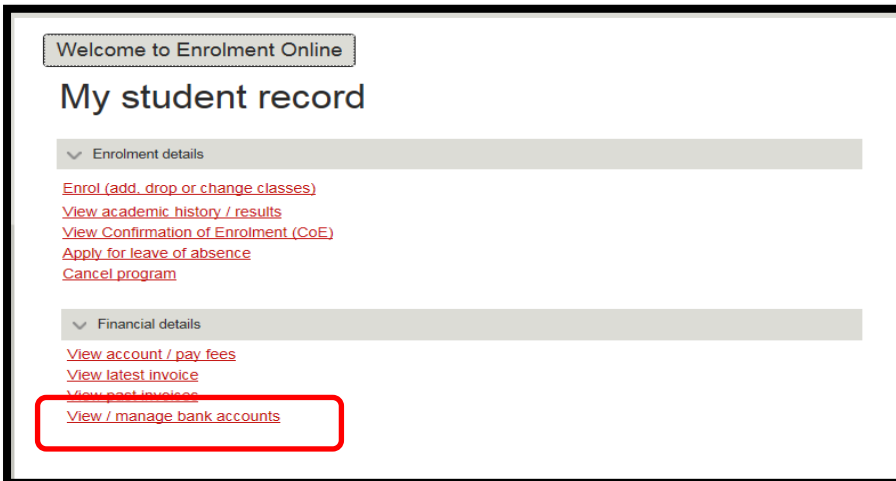
# How to enter your bank details in Enrolment Online

**Note:** This function is only available for Australian bank accounts.

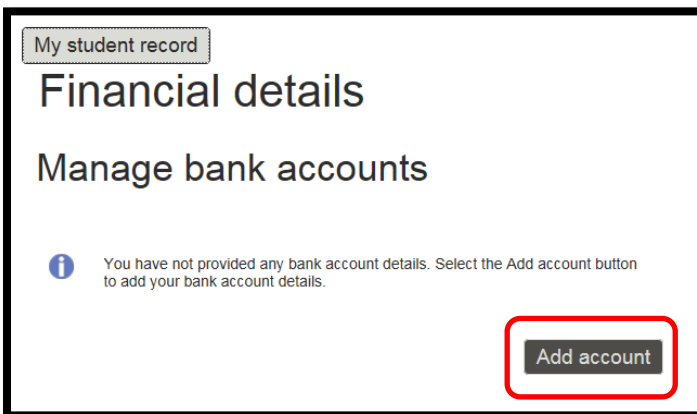
1. Log in to Enrolment Online. Select **My student record**.



2. Select **View/manage bank accounts**.



3. To add a bank account, select the **Add account** button.



4. Complete all fields indicated with an asterisk and click **Submit**.

My student record

## Financial details

### Add bank account

Enter your bank account details below. If you have added more than one bank account, select the **Preferred account** checkbox if you want RMIT to use this account. Select the **Submit** button to add this account.

Enter account details  Preferred account

\*Nickname: My bank account

\*Account type: Savings

Bank name: Commonwealth Bank

\*BSB: 063262 RMIT


\*Account number: 1232456

\*Confirm account number: 1232456

\*Account name: Susan Student x

Bank location is Australia  
Currency used is Australian dollars

5. Check the details and, if correct, click **OK**.

 You have successfully added the bank account My bank account.

#### Bank details

Nickname: My bank account  
Account type: Savings  
Bank name: Commonwealth Bank  
BSB: 063262 RMIT  
Account number: 1232456  
Account name: Susan Student

6. If you enter one bank account, the system will define this as your **preferred bank account** for all credit reimbursements (refunds and Financial Aid Scholarships).

My student record

## Financial details

### Manage bank accounts

Your current bank accounts are listed below. Select **Add account** to add another account. Select **Edit** to view including your preferred bank account. Select **Delete** to remove an account where available. Your preferred bank account is used for all credit reimbursements.

Bank account summary as of 04/10/2016

Nickname	Type	Account number	
My bank account	Savings	1232456	<input type="button" value="Edit"/> <input checked="" type="checkbox"/> Preferred account

7. If you need to update the bank account, click **Edit**.

My student record

## Financial details

### Manage bank accounts

Your current bank accounts are listed below. Select **Add account** to add another account. Select **Edit** to view, including your preferred bank account. Select **Delete** to remove an account where available. Your preferred bank credit reimbursements.

**Add account**

Bank account summary as of 04/10/2016

Nickname	Type	Account number		
My bank account	Savings	1232456	<b>Edit</b>	Preferred account

8. Make the required changes to all fields, then click **Update** to change or **Back** to cancel.

My student record

## Financial details

### Edit bank account

Edit your bank account details below and select the **Update** button.

Enter account details

Preferred account

\*Nickname:

\*Account type:

Bank name: Commonwealth Bank

\*BSB:  RMIT

\*Account number:


\*Account name:

Bank location is Australia  
Currency used is Australian dollars

**Back** **Update**


9. Click **Yes** to continue.

### Cancel account details?

 By selecting the Back button you will lose any data you have entered for this bank account. Do you still wish to continue?

**No** **Yes**

10. Click **OK** to save changes and return to *Manage bank account*.

 You have successfully updated the bank account My bank account.

Bank details

Nickname: My bank account  
Account type: Savings  
Bank name: Commonwealth Bank  
BSB: 063262 RMIT  
Account number: 1232456  
Account name: Susan Student

**OK**

11. To add another bank account, click **Add account**.

My student record

## Financial details

### Manage bank accounts

Your current bank accounts are listed below. Select **Add account** to add another account. Select **Edit** to view including your preferred bank account. Select **Delete** to remove an account where available. Your preferred bank account is used for credit reimbursements.

**Add account**

Bank account summary as of 04/10/2016

Nickname	Type	Account number		
My bank account	Savings	1232456	<b>Edit</b>	Preferred account

12. If you add multiple accounts, select your **preferred bank account** for all credit reimbursements (refunds and Financial Aid Scholarships).

My student record

## Financial details

### Add bank account

Enter your bank account details below. If you have added more than one bank account, select the **Preferred account** checkbox if you want RMIT to use this account. Select the **Submit** button to add this account.

Enter account details

\*Nickname:   Preferred account

\*Account type:  ▼

Bank name:  Hobart

\*BSB:  Hobart

\*Account number:

\*Confirm account number:

\*Account name:

Bank location is Australia  
Currency used is Australian dollars

**Back** **Submit**