

HOW TO SET UP E-REFUNDS

OVERVIEW

Students can sign up for eRefunds via the MarywoodYou Portal. Follow the instructions below to set up eRefunds for your account.

Note: You will need your bank account information to complete these steps.

SETTING UP E-REFUNDS

ACCESSING THE E-REFUNDS PAGE

1. Navigate to the Marywood homepage, or www.marywood.edu.
2. In the gray bar at the bottom of the page, click **MarywoodYou**.

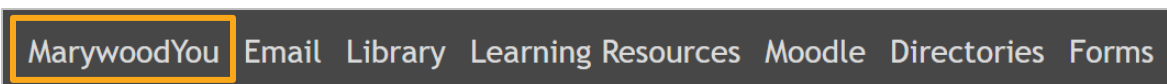


Figure 1: "MarywoodYou" on the Marywood Homepage

3. Log in with your student credentials.
 - These credentials are the same as you use for Moodle.
 - If you can't remember your information, contact the Registrar's Office.

 A sign-in form with a white background and a thin gray border. At the top, it says 'Sign in to your account'. Below this are two input fields. The first field contains the text 'rcovalleski'. The second field contains a series of dots '.....'. To the right of the second field is a gray button with the text 'Sign In'.

Figure 2: MarywoodYou Sign In Page

4. Select **Student** from the left sidebar. This opens the Student Portal.

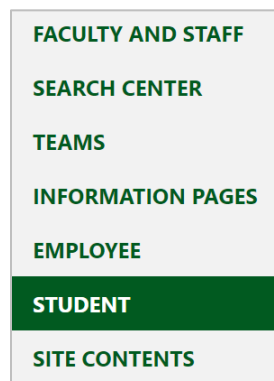


Figure 3: Link to Student Portal

5. In the left column under “Self-Service Menu,” click **Students** to see link options.



Figure 4: Student Heading under Self-Service

6. Click **View Account/Make a Payment** from the list of links. This opens Self Service.

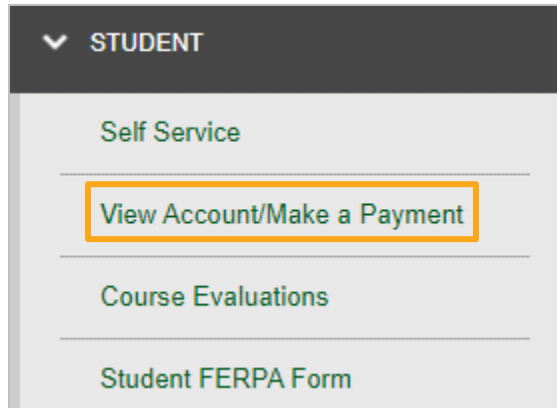


Figure 5: Expanded Student Menu under Self-Service

7. In Self Service, click **Continue to Payment Center**. The Payment Center opens in a new tab.

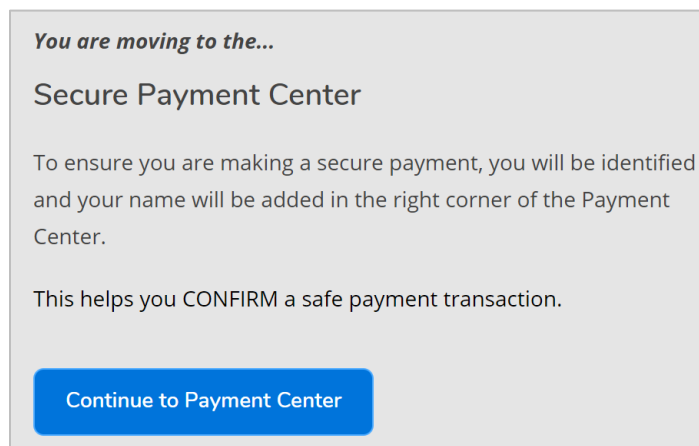


Figure 6: Continue to Payment Center Link

8. In the right column of the Payment Center under **My Profile Setup**, click **Electronic Refunds**. The eRefunds page opens.



Figure 7: Electronic Refunds Icon

- There are two sections of the eRefunds page: **Refund Methods** and **eRefunds History for NAME**.

If you see “You must enroll in Two-Step Verification to add a Refund Method,” continue to the [Setting Up Two-Step Verification](#) section.

If you see “A Direct Deposit account for refunds has not been set up,” skip to the [Setting Up Direct Deposit](#) section.

SETTING UP TWO-STEP VERIFICATION

If you haven’t set up Two-Step Verification for your account, you will be notified on the eRefunds page. Follow the steps below to set it up, starting from the eRefunds page.

If you have already set up Two-Step Verification, continue to the next section.

- If prompted under **Refund Methods**, as seen below, click **Enroll in Two-Step Verification**.

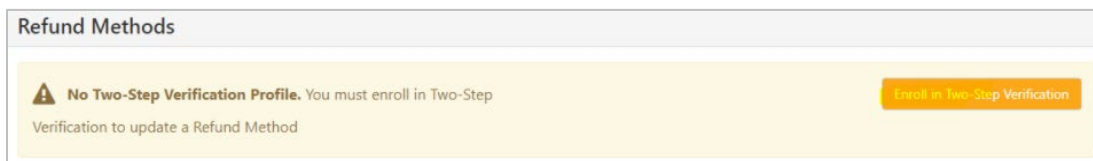


Figure 8: Refund Methods with Verification Message

- On the **Security Settings** tab, select a Two-Step Verification method from the three provided. You may need to fill out additional information based on the method you choose. We recommend email.

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

Text message to existing or new mobile number
 Email message to existing or new email address
 Google Authenticator (Download Google’s Authenticator app from the App Store (IOS) or GooglePlay (Android))

Figure 9: Two-Step Verification Enrollment Page

- **Email message to existing or new email address:** select your Marywood email address, then click **Select** to choose your verification method.

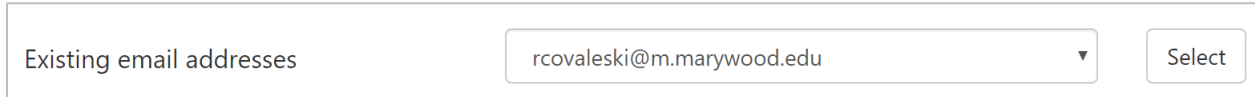


Figure 10: Email Address Selected for Verification Method

3. For a quick way back to the eRefunds page, click **My Profile** in the top right of the page. Then, click **Electronic Refunds**.

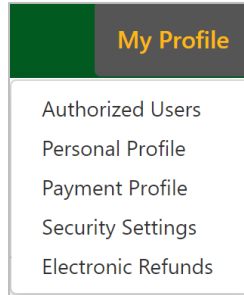


Figure 11: My Profile Menu with Electronic Refunds Link

SETTING UP DIRECT DEPOSIT

Once you have set up Two-Step Verification, you may continue setting up Direct Deposit for your eRefund. Follow the steps below to do so.

1. If prompted under **Refund Methods**, as seen below, click **Set up a new account** to set up your Direct Deposit. The **Set Up Refund Account** window opens.



Figure 12: Direct Deposit Message

2. There are two sections: **Account Information** and **Billing Information**.
 - For **Account Information**, you will need your account type (checking or savings), routing number (click **Example** if you are unsure), and bank account number for the account you would like to deposit your eRefunds into.
 - For **Billing Information**, you will need the name on the account, the billing address, and a name for the payment method.

Set Up Refund Account

Account Information

*** Indicates required fields**

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.

Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type:

*Routing number:
(Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:

*Save payment method as:
(example My Checking)

Figure 13: Set Up Refund Account Window

- When you are finished, click **Continue** to confirm.

COMPLETING TWO-STEP VERIFICATION

- On the eRefunds page, you may be asked to perform two-step verification in order to select a refund method or continue with your process. If so, click **Complete Two-Step Verification**.

i **No Refund Method Selected.** Two-Step Verification required before making a selection. Complete Two-Step Verification

Figure 14: Complete Two-Step Verification Button

- You will then see a message about a passcode. Check your email for the code and paste it in the field. Then, click **Verify**.

A passcode was sent to you for Two-Step Verification. Please enter the passcode to save this refund method.

Figure 15: Possible Verification Method after Setting Up Direct Deposit

- If the code does not work, click **Resend Code**.