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.

Welcome to Enrolment Online
My student record
V Enrolment details
Enrol (add. drop or change classes) View academic history / results View Confirmation of Enrolment (CoE) Apply for leave of absence Cancel program
V Financial details
View account / pay fees View latest invoice Maw past lavelees 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	My student record Financial details					
Add bank	account					
Enter your bank account select the Preferred acc Submit button to add this	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: *Account type: Bank name:	My bank account Savings Commonwealth Bank					
*Account number: *Confirm account number *Account name:	1232456 1232456 Susan Student					
Bank location is Australia Currency used is Austral Back	an dollars)				

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

You have successfully added the bank account My bank account.				
Bank details				
Nickname: Account type:	My bank account Savings			
Bank name:	Commonwealth Bank			
BSB:	063262	RMIT		
Account number:	1232456			
Account name:	Susan Student			
ОК				

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).



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

My student record	al det	ails			
Manage b	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 baccredit reimbursements.					
Bank account summary as of 04/10/2016					
Nickname	Туре	Account number			
My bank account	Savings	1232456	Edit	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	Edit bank account						
Edit your bank accour	nt details below and select	the Update buttor	l.				
Enter account details							
*Nickname: *Account type:	My bank account		Preferred account				
Bank name: *BSB: *Account number:	Commonwealth Bank 063262 1232456	RMIT					
*Account name: Bank location is Austr	Susan Student						
Currency used is Aus	tralian dollars		Update				

9. Click Yes to continue.



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

You have s	uccessfully updated the	e bank account My bank account.
Bank details		
Nickname:	My bank account	
Account type:	Savings	
Bank name:	Commonwealth Ban	k
BSB:	063262	RMIT
Account number:	1232456	
Account name:	Susan Student	
ОК		

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

My student recor	₀ al det	ails			
Manage	Manage bank accounts				
Your current bank acc including your preferre credit reimbursements	ounts are listed b d bank account. ;	below. Select Add account Select Delete to remove a	t to add anoth n account whe	er account. Select Edit to view ere available. Your preferred ba	
Bank account summa	ary as of 04/10/20	016	_		
Nickname	Туре	Account number			
My bank account	Savings	1232456	Edit	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 a	account				
Enter your bank account of select the Preferred acco Submit button to add this	details below. If you h ount checkbox if you v account.	ave added more tha want RMIT to use thi	n one bank account, is account. Select the		
Enter account details			Preferred account		
*Nickname:	My other account				
*Account type:	Savings 🗸				
Bank name:	Westpac				
*BSB:	737001	Hobart			
*Account number:	9876541				
*Confirm account number:	9876541				
*Account name:	Susan Student				
Bank location is Australia Currency used is Australia Back	an dollars		Submit		