You now have access to sign up for direct deposit on Viking Web!
(This is only for <u>new</u> direct deposits, any previous direct deposits are still in effect.)

Just follow the simple instructions below:

Log in to Viking Web and on the Students tab click Forms and Reports:

Then, click on Student Direct Deposit Authorization Form from the list of online forms:

Next it will give you this screen:

Click on the dropdown box and you may choose to scan and upload an image of your actual check or choose to enter your routing and account number into the form:

If you choose to upload your image, once the Payroll Office reviews it, you will receive an email notifying you that it was an acceptable image.
It will then be processed prior to the next payroll.

If you choose to enter your routing number and account number, the information is automatically uploaded into the system and will be active for the next payroll.