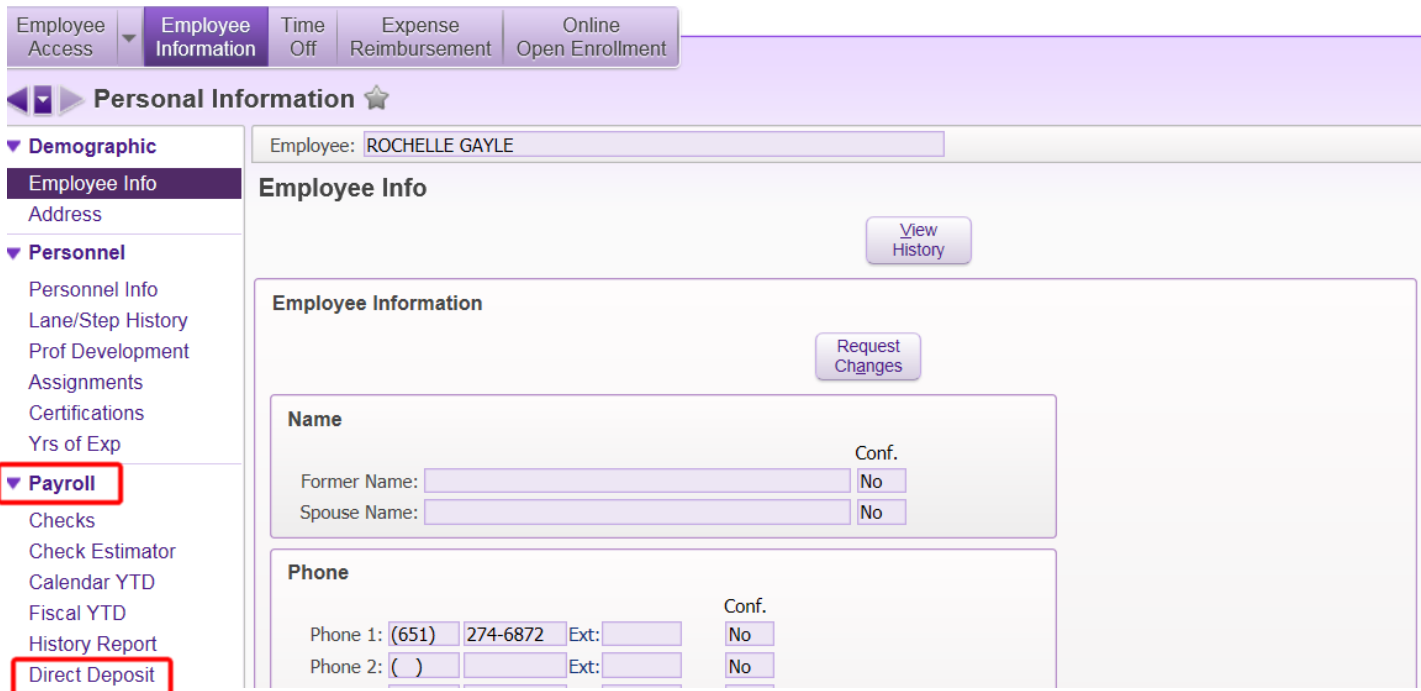


## Change Direct Deposit:

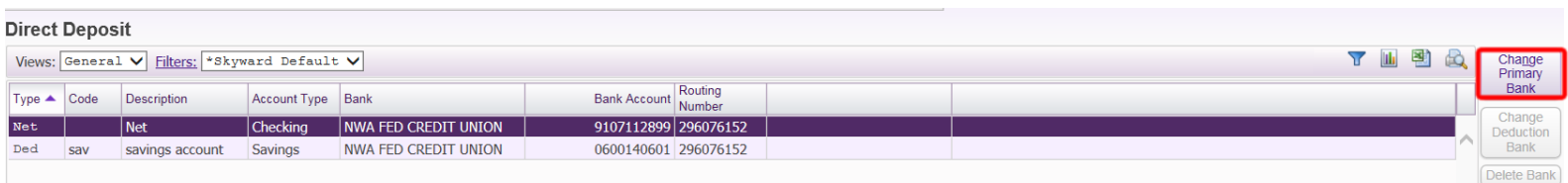
1. Login into Skyward Employee Access.
2. Click on the “Employee Information” tab.
3. Select “Personal Information.”



4. Click on “Payroll” in the left menu.
5. Select “Direct Deposit.”



6. Click on “Change Primary Bank” on the right side.



7. Select "Request New Bank." Next, enter your information and complete the required fields.
8. Click on "Save" on the right side of the screen.

### Edit Direct Deposit

Primary Bank Account (Net Pay)

When adding/adding direct deposit information use the 'Select My Bank' option to select from the Bank list in Skyward. If your Bank is not already setup in Skyward use the 'Request New Bank' option and complete the required fields.

Select My Bank  Request New Bank

\* Routing Number:

\* Bank Name:

Bank Address: 11671 OAKVIEW CRT CHAMPLIN, MN 55316

\* Bank Account:

\* Account Type:  Checking  Savings

I acknowledge I have read and agree to the terms and conditions above.

[Save](#)

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