


Instructions for Logging on to Banner Self-Service
for Changing Direct Deposit Information in UNCGenie

1. Open Internet Explorer.
2. Go to www.uncg.edu.
3. Click on the UNCGENIE icon in the upper right hand corner.
or may go directly to the following website:
<https://banweb.uncg.edu>
Click on Enter Secure Area.
4. Enter your User ID and Pin. Click Login. ITS has created a new tool (getmypin.uncg.edu) to allow students, faculty, and staff to retrieve their initial PINS or reset/unlock PINS themselves. (If you do not know or have forgotten your university ID and/or password proceed to the following university website: https://its.uncg.edu/Accounts/University_ID/.)
Enter your Novell User Name and password. Click Submit.
5. Click on the tab titled Employee.
6. Click on Pay Information.
7. Click on Direct Deposit Maintenance.
8. Read the 'Enrollment' and 'Change to Current Enrollment' statements and click the **Continue** button.
9. Acquire and enter the account information requested by following the check illustration notes below, or contacting your Financial Institution directly, particularly if the deposit is to be made to a savings account.
 - a. Bank Routing Number
 - b. Account Number
 - c. Re-enter Account Number
 - d. Indicate the Account Type by clicking on the drop down menu button and selecting the appropriate account type.
 - e. Click the **SAVE** button



If you receive a warning indicating the bank routing number is invalid.

Follow the instructions as indicated by contacting the payroll department with the required information at payroll1@uncg.edu. You must include the following: (1) your bank's ACH Routing number [9 digit number], (2) your complete bank name and (3) the city and state of the bank branch.

10. You will receive a check mark  on the next screen indicating your new account information has been saved successfully.
11. Log out of UNCGenie.