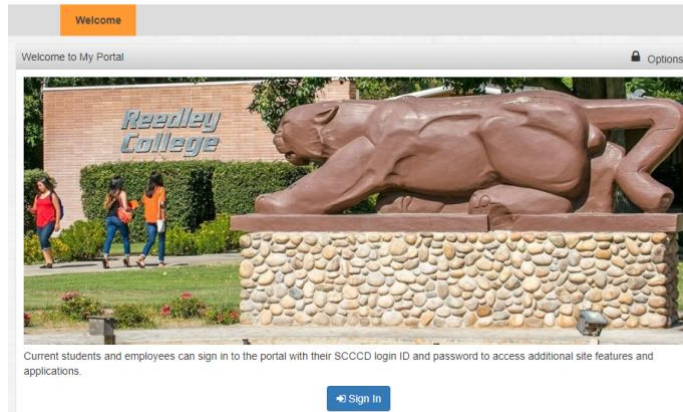# DIRECT DEPOSIT SIGN-UP

To access Self-Service go to:
MyPortal on Reedley College Website

Login ID & Password
To view your personal records, you must enter a login ID and password.
Login ID:
Your login ID is in this format: studentID#
Example: 0123456
Initial Password:
The first time you log in to Self-Service, your password will be first initial (upper case), your last initial (lower case), and your 6-digit date of birth.
Example: **Js010197**

◆ The first time you access Self-Service, you will be prompted to choose a new password.

◆ Your new password MUST be 6 to 9 characters long and MUST include **both letters _and_ numbers**.

◆ We encourage you to use the password "hint" in case you lose or forget your password in the future.

◆ **Remember your Password**

◆ Do not give your login ID or password to anyone. Keep your login ID and password in a safe place.

◆ Now you can Sign-up for Direct Deposit

Banking Information
Here you can view and update your banking information.

◆ Self-Service Help – call 1 (866) 245-3276