How To Set Up Direct Deposit
(For Student Refunds)

Business Services
Berta Orive, Director of Business Services
1. Go to www.tsc.edu

Click “MyTSC”
2. Select TSC Online
3. Click on "Log In"
4. Enter your Credentials

If you need to reset your password, visit the TSC Password Reset Tool online. If additional assistance is needed, please contact the TSC Help Desk at helpdesk@tsc.edu or 956-295-3800.
5. Click on Students

Click “Students”
6. Click on Bank Information

Click “Bank Information (U.S.)”
7. Enter all Bank Information

Please see NEXT SLIDE for sample of Routing and Account Numbers
Check Sample

U.S. Check Sample

MEMO
331674485

Routing Number
331674485

Account Number
1456874801

Check #
3321

The routing number is 9 digits surrounded by ||:
The bank account number is usually left of ||
8. Enter all Bank Information

Please make sure you enter accurate Bank information and fill out ALL the fields.

Need to Check Box

Then Click “Submit”
This is your **confirmation** that your set up was successfully submitted.
10. Email Confirmation

You will also receive an email confirmation to your TSC Email notifying that you have successfully submitted your direct deposit set up.

(Please see sample below)

From: colleague@tsc.edu [mailto:colleague@tsc.edu]
Sent: Date and time you submitted
To: Your TSC Email Account
Subject: Confirmation of Bank Account Information Changes

Your bank account information for address:

(Example below)
Routing Number: 123456789
Bank Account Number: ****1234
Account Type: 
Payment Advice Method: 
Effective Date:
Direct Deposit COMPLETE
If you decide to DELETE your direct deposit set up or Need to enter New bank information, please see the following slide for instructions.
DELETE or EDIT Bank Information

Check Box to DELETE direct deposit set up or change Bank Information.

Need to Check Box

Then Click “Submit”
Contact Information

For any questions and/or concerns regarding this process, please contact: Business Services (956) 295-3420 and/or cashiers@tsc.edu