



**North Carolina Agricultural & Technical State University
Office of the Treasurer**

April 3, 2020 - In response to recent events and guidance concerning the coronavirus pandemic, we are sharing guidance here on how to ensure all correspondence, notifications and mailings are delivered promptly and correctly. We encourage all students to do the following:

1. Review and update all contact and address information in Aggie Access.
2. Set up Direct Deposit for refunds if you are not currently setup.

It is very important that all addresses be reviewed and updated through **Aggie Access**. If you have any active addresses that are incorrect, please update or inactivate them as soon as possible. **If you are no longer on campus, please delete any campus address you have on file, as well.**

The instructions on how to access your address/contact information are listed below:

- Go to www.ncat.edu
- Select Menu at the top right of the page.
- Click Current Students on the right side of the page
- Select the link for Aggie Access
- Click on Enter Secure Area
- Login using your Banner ID and PIN
- Select the link for Personal Information

The instructions for updating/and or setting up Direct Deposit for refunds are listed below:

- Go to www.ncat.edu
- Select Menu at the top right of the page.
- Select the Current Students on the right side of the page
- Select the link for Online Payments
- Select Students and Staff
- Type in your Banner ID and PIN number (same PIN # as Aggie Access)
- Select the Refunds tab
- Select Set up Refund Account
- Select the account type
- Enter your routing number
- Enter your checking or savings account number (**NOT** your debit card number)
- Enter the name on the account
- Enter the address associated with the account
- Give your refund account a unique name to distinguish it between your refund account and your payment accounts
- Select continue
- Please read the information to make sure that it is correct and hit "I agree."
- Press Continue
- Your direct deposit has now been saved!