Automated Clearing House (ACH)

Account Setup Guide

If you are entitled to receive a refund from your institutional funds, FNU is offering the ability of doing so thru an ACH transaction (Direct Deposit). ACH provides the ability for you to receive the funds through a direct deposit to your bank account instead of a check. The funds will be electronically transferred to your checking / savings or money market account.

If you decide this is convenient for you, follow the steps below. If additional assistance is required, don’t hesitate to contact Student Services, Lab Assistants, Academic Advisors and/or Campus Deans as they can help you with the setup process.

Once you have entered your information, you must contact the Bursars Office and they will activate your application for ACH.

This option is available to all students and is NOT mandatory.

Follow the steps below to voluntarily opt into ACH:

1. Visit the FNU website: www.fnu.edu
2. Click on “MYFNU”:
3. Click on “Student Portal Homepage”:

![Image of the Student Portal]

- Click on the Student Portal link to open the Student Portal homepage.
- To open an account or view your student record, click on your current e-mail.
- For help, click on “How To Get Account”.
- To apply for admission or to view your account details, click on “Apply For Admission”.
- To view your account balance, click on “Student Portal Homepage”.
- To view your program information, click on “Request Information”.

4. Login with your Student Portal Username and Password. If you do not know these credentials or need assistance, contact the office of Student Services: Hialeah Campus at (305) 821-3333 Ext. 1004 or 1040 or the South Campus at (305) 226-9999 Ext. 1372
5. Once logged in, click on “My Account Info”:

6. Click on “Payment Information”: 
7. Click on “Add a Checking Account”:

8. Complete the required fields with the *: Financial Institution (The name of your bank) along with your Routing Number and Account Number
9. If you do not know where to find this information in a check, see an example below. Once finished, click on “Save”. You can also contact your bank and ask for this information.

10. Your ACH Account Setup is complete, you may now log out of the Student Portal.

11. To finalize the ACH Setup, you must contact the Bursars Office and inform them you have finished the set up process for them to activate your ACH Account.

12. The Bursars Office contact info is:
   - Hialeah Campus at (305) 831-3333 Ext. 1014 or 1090
   - South Campus at (305) 226-9999 Ext. 1304 or 1338.