

HOW TO SET UP E-REFUNDS

OVERVIEW

Students can sign up for eRefunds via the MarywoodYou Portal. Follow the instructions below to set up eRefunds for your account.

Note: You will need your bank account information to complete these steps.

SETTING UP E-REFUNDS

ACCESSING THE E-REFUND PAGE

Figure 1: "MarywoodYou" on the Marywood Homepage

3. Log in with your student credentials.
 - These credentials are the same as you use for Moodle.
 - If you can't remember your information, contact the Registrar's Office.

Figure 2: MarywoodYou Sign In Page

4. Select **Student** from the left sidebar. This opens the Student Portal.

Figure 3: Link to Student Portal

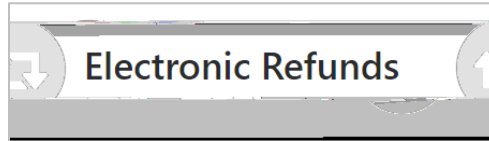


Figure 7: Electronic Refunds Icon

- There are two sections of the eRefunds page: **Refund Methods** and **eRefunds History for NAME**.

If you see “You must enroll in Two-Step Verification to add a Refund Method,” continue to the [Setting Up Two-Step Verification](#) section.

If you see “A Direct Deposit account for refunds has not been set up,” skip to the [Setting Up Direct Deposit](#) section.

SETTING UP TWO-STEP VERIFICATION

If you haven’t set up Two-Step Verification for your account, you will be notified on the eRefunds page. Follow the steps below to set it up, starting from the eRefunds page.

If you have already set up Two-Step Verification, continue to the next section.

- If prompted under **Refund Methods**, as seen below, click **Enroll in Two-Step Verification**.

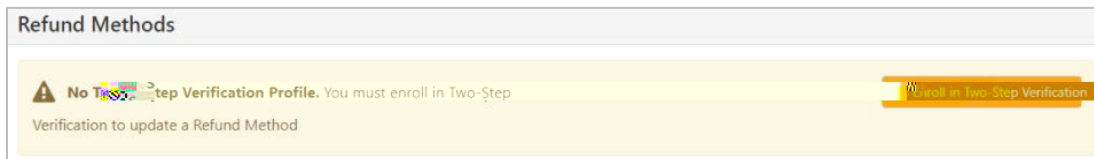


Figure 8: Refund Methods with Verification Message

- On the **Security Settings** tab, select a Two-Step Verification method from the three provided. You may need to fill out additional information based on the method you choose. We recommend email.

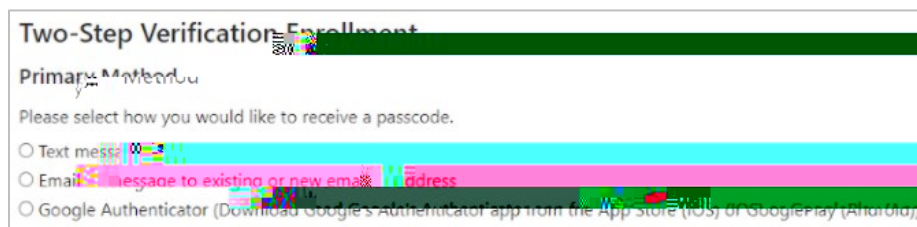


Figure 9: Two-Step Verification Enrollment Page

- **Email message to existing or new email address:** select your Marywood email address, then click **Select** to choose your verification method.

Figure 13: Set Up Refund Account Window