SSCOK Card Instructions

All new students must complete step #1 online before an SSCOK ID Card (Student ID) can be printed.

Please complete step #1 online. If you need help completing step #1, contact the Testing Center staff for assistance. Testing Center (405) 382-9576 or testing@sscok.edu.

Step #1: Set up your Direct Deposit Designation

All students are required to complete the Direct Deposit Designation (including concurrent students). **The Direct Deposit Designation is for refunds only** (when SSC owes you money).   SSC will never take money out of the account used for the Direct Deposit Designation. The Direct Deposit Designation is not the same as your dorm deposit or your payment plan.

- Go to: **www.sscok.edu**
- Click on: **MySSCOK** (at the top of the page)
- Click on: **Login** (at the top of the page – right side)
- Login on with your **SSC email address** (can be found on the student schedule or is available from an advisor or at admissions). **The default password is your 8-digit birthdate** (MMDDYYYY).
- Click on: **Submit Direct Deposit Designation**. If you do not see the *submit Direct Deposit Designation* link immediately after logging in, click the *Students* (tab at the top of the page). Then click *Direct Deposit Designation* (on the left-hand side of the page). Click the link to submit the direct deposit designation.
- *You must* select <u>one</u> of the two banking options:

o **I choose to use my existing bank account.**	o **I choose the student checking account offered by Herring Bank.**
You will need to enter the bank name, account number, and routing number.	If the student is under 18, a PARENT or GUARDIAN must sign the agreement at the testing office.
Your Student ID is for identification purposes only (the debit/master card feature cannot be activated)	**Your Student ID can be used as a debit/Master Card to access available funds in your new Herring Bank account.**

Step #2: Go to the Testing Center for your SSCOK Photo ID Card (Walkingstick Student Services Building - Room 161)

- Please bring a government issued photo ID to confirm identity (must be a valid government issued photo ID – for example: Driver's License, State ID, Passport, Military ID, or Resident Alien Card).