

How to Change Your Direct Deposit Designation

These instructions are for students who have already designated a bank account for direct deposit and either want to change their designation to a different bank account or to check to see which bank account they designated. If you have any questions, please contact the Testing Center: (405) 382-9576 or testing@sscok.edu.

- 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: **Students** (tab at the top of the page).
- Click on: **Direct Deposit Designation** (on the left-hand side of the page).
- Click on: **Click the link to submit the direct deposit designation.**
- Click on: **Send Email**
- Go to: www.Outlook.com
- Log into Outlook with your student email address and password
- Find the email to update your bank account
- Click on the link in the email
- Your current bank info will be listed at the top of the page
 - If you are ok with the current bank account, no further action is needed.
 - To change your bank account, please select one of the two options.

<input type="radio"/> I choose to use my existing bank account.	<input type="radio"/> I choose the student checking account offered by Herring Bank.
You will need to enter the bank name, account number, and routing number.	Your bank card will be mailed to your address on file with the college.