

# OBERLIN

COLLEGE & CONSERVATORY

## QUICK REFERENCE – HOW DO I UPDATE OR VERIFY MY ADDRESS AND/OR ACH INFORMATION

### Step 1: Update address using OberView

Updates to your address account can be made using the [My Self-Service Profile](#) in OberView.

The screenshot shows the 'My Self Service Profile' page. At the top, there is a 'Start' button. Below that, a note states: 'For all roles My Self Service Profile can be used to update biographical and demographic information on file with Oberlin College online. You are limited to updating only specific information, including your preferred name, gender identity, personal pronouns, personal phone number(s), personal mailing address(es), and emergency contact(s). Other information, including your legal name which may be required by law in some applications, will be displayed without update capability. Students with questions about non-updatable information in My Self Service Profile should contact the Office of the Registrar. Faculty and staff with questions about non-updatable information in My Self Service Profile should contact the Department of Human Resources.'

### Step 2: Update ACH direct deposit information using OberView

To update your ACH information for direct deposit, please use the [Direct Deposit Allocation Page](#) in OberView.

The screenshot shows two sections: 'My Favorites' and 'My Recently Used'. 'My Favorites' includes links for 'Create a Purchase Request in ObieBuy', 'Gmail', 'CIT Tech Support Portal', 'Travel and Expense', 'Employee Dashboard', 'Access Banner Administrative Pages', 'Campus Dining Menus and Hours', 'TimeClock Plus (TCP)', 'Box', 'Manage My ObieID Account', 'Direct Deposit Allocation', and 'Handshake'. 'My Recently Used' shows 'Direct Deposit Allocation' as the most recent item, followed by 'Create a Purchase Request in ObieBuy', 'Employee Dashboard', and 'My Self Service Profile'.

The screenshot shows the 'Direct Deposit Allocation' page. At the top, it says 'Pay Distribution as of 10/31/2023'. Below that, a note states: 'Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.' The 'Accounts Payable Deposit' link is circled in purple. Below this, there is a table with columns for 'Bank Name', 'Routing Number', 'Account Number', 'Account Type', and 'Status'. The 'Bank Name' field is empty, 'Routing Number' is 'xxxxxxx12', 'Account Number' is 'xxxxxxx1234', and 'Account Type' is 'Checking'. There is an 'Active' button next to the 'Account Type' dropdown.