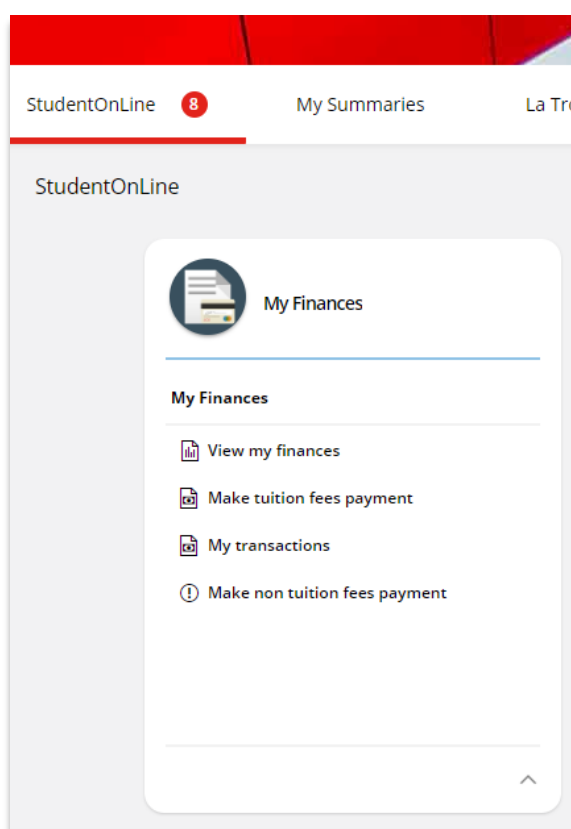# Maintaining banking details in My Finances on StudentOnLine for Graduate Researchers

The My Finances module is where banking details can be maintained for the payment of scholarship stipends and other allowances and awards. Any outstanding debts including fees and service charges will also be listed and can be paid through the Payment Portal.

The My Finances module in StudentOnLine

1. Access the StudentOnLine Portal and enter your Username and Password (Your Student ID is your Username)
2. When the home screen opens, select the My Finances tile by clicking the My Finances header. This will open the My Finances module.

> **Note:** Quick links to commonly used functions are listed on the My Finances tile. Clicking on the listed link opens the selected section of the My Finances module.

3. The My Finances module opens on the first tab, which is the Transactions tab. This tab lists any transactions against the candidate's record. By default, the transaction list is filtered to only show Active transactions but can be used to find closed/paid transactions. Links are also available to the Payment Portal where all payments are made as well as links to websites containing information on university fees and scholarships.

4. Click on the Bank Details tab to enter in banking details. Ensure this account is the Australian account your scholarship stipend is to be paid into.

5. Enter the details as follows:
   Payment Method: Electronic Funds Transfer
   Bank Transfer Method: BSB
   BSB: Enter the BSB for your bank account
   Account: Enter the account number for your account
   Bank Name: Enter the name of the bank or financial institution your account is with.
   Payee Name: Enter the person's name the bank account is in. This is usually your name.
6. Click on the **Save** button at the top of the screen to save the details.

Note: It is important if you are a graduate researcher, and you need to change or update your banking details after La Trobe has started paying your scholarship stipend then:

- Update the **BSB**, **Account number**, **Bank Name** and **Payee Name** as needed in the Bank Details tab of StudentOnLine, then email GRSScholarships@latrobe.edu.au to let the GRS scholarship team know you have changed your banking details. They will follow up with Finance to ensure your stipend is paid to the correct account.