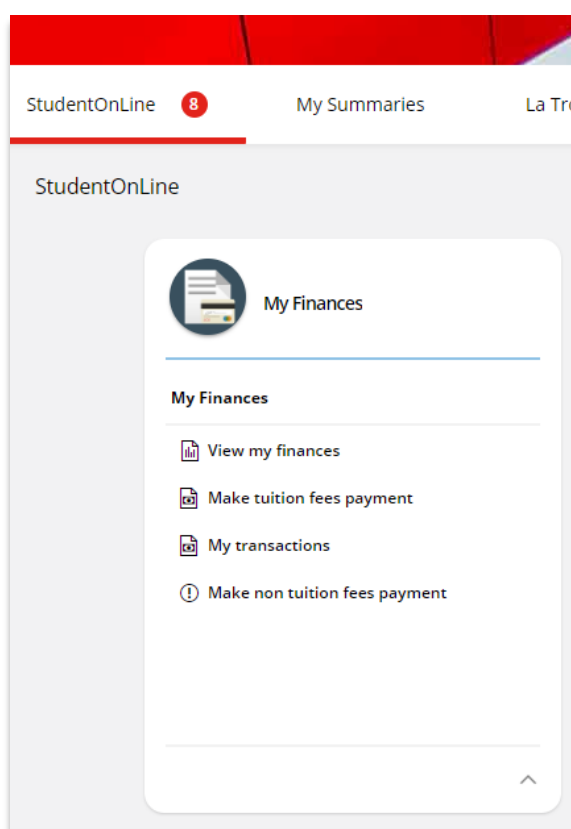


Maintaining banking details in My Finances on StudentOnLine for Graduate Researchers

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.

The screenshot shows the 'My Finances' page with the 'Transactions' tab selected. The left sidebar contains 'Transactions' (2 outstanding transactions) and 'Bank Details' (Payment Method Electronic Funds Transf..., BSB, Account). The main content area shows a message about financial transactions and a list of two records. The first record is 'SSAF - OnCampus FT Adjustment Period 2' for PHDHJ - Doctor of Philosophy, with a total amount of 40.00, incurring date of 30-Dec-2022, and due date of 31-Aug-2022. The second record is 'SSAF - OnCampus PT Period 2' for PHDHJ - Doctor of Philosophy, with a total amount of 117.00, incurring date of 30-Dec-2022, and due date of 31-Aug-2022. Both records are marked as 'UNPAID' and have a 'View' button.

Transaction	Total Amount	Incurral Date	Due Date	Status	Action
SSAF - OnCampus FT Adjustment Period 2 for PHDHJ - Doctor of Philosophy	40.00	30-Dec-2022	31-Aug-2022	UNPAID	View
SSAF - OnCampus PT Period 2 for PHDHJ - Doctor of Philosophy	117.00	30-Dec-2022	31-Aug-2022	UNPAID	View

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.

The screenshot shows the 'My Finances' page with the 'Bank Details' tab selected. The left sidebar contains 'Transactions' (0 outstanding transactions) and 'Bank Details' (Payment Method Electronic Funds Transf..., BSB, Account). The main content area shows a message about bank account nomination and a form for 'Preferred Payment Details'. The form includes fields for Payment Method (Electronic Funds Transfer), Bank Transfer Method (BSB), BSB, Account, Bank Name (nab), and Payee Name.

Preferred Payment Details

Payment Method: Electronic Funds Transfer

Bank Transfer Method: BSB

BSB: Account:

Bank Name: nab

Payee Name:

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.