Student Employment: How to Set Up or Change your Direct Deposit
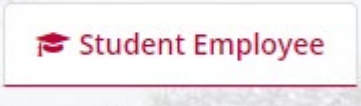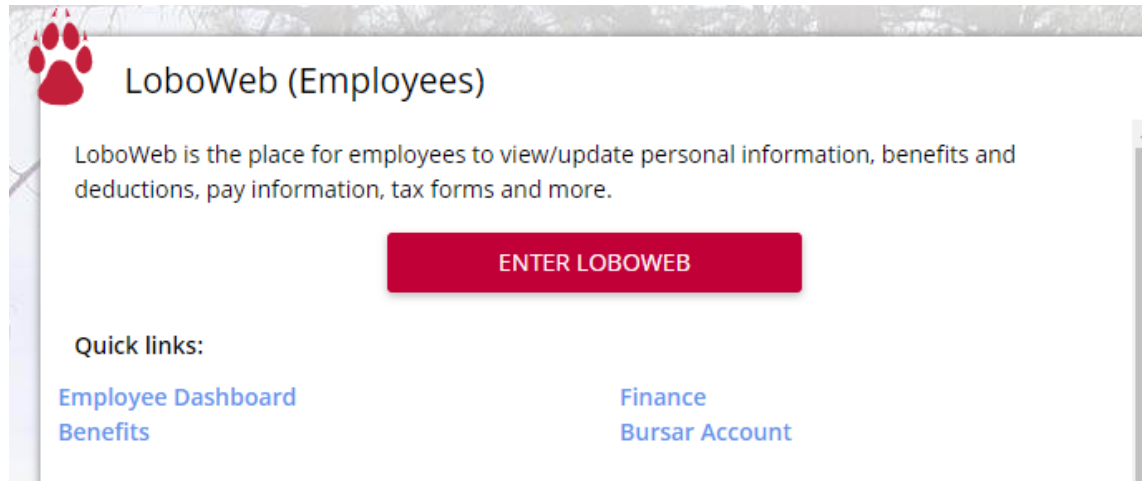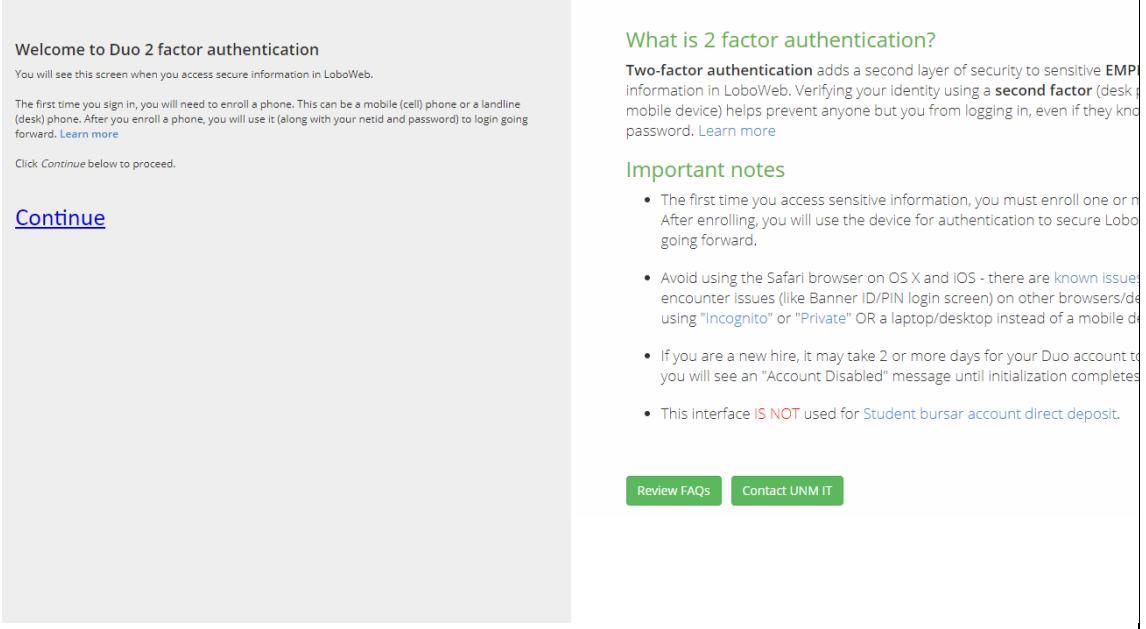
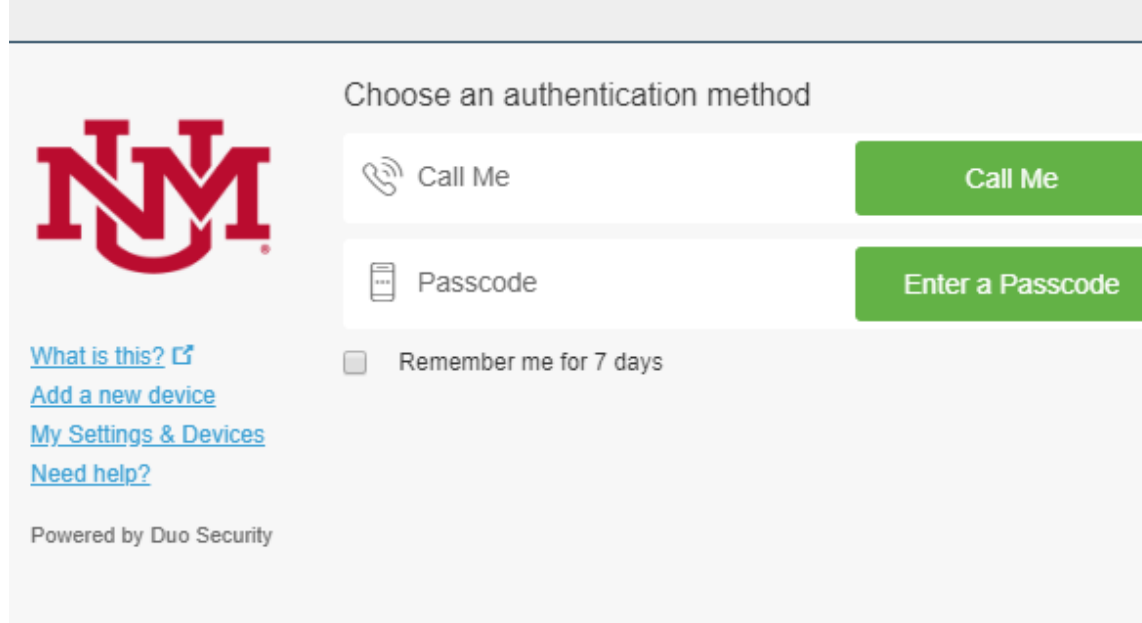**Revision Date:** 03/2020
Responsible Department: Student Employment Office

You will need your Routing Number and Account Number

Please contact your bank to access these numbers

Step #	Action/Field Name
1	Log into: my.unm.edu
2	Click on your Student Employment tab
3	If you do not have this tab please click on the + sign and add the Student Employment tab (there are more in-depth instructions in your Authorization Letter that was sent to you via email)
4	Click on Enter Loboweb
5	Be sure you are in the Employee tab
6	Click on Pay Information

	Pay Information Direct Deposit, Earnings History, Deductions History, Pay Stubs
7	Select on Direct Deposit Allocation **Direct Deposit Allocation** View and update your direct deposit information. You will be prompted to login using Duo two-factor authe
8	You will be directed to the Duo 2 factor authentication page. Click on Continue **Welcome to Duo 2 factor authentication** You will see this screen when you access secure information in LoboWeb. The first time you sign in, you will need to enroll a phone. This can be a mobile (cell) phone or a landline (desk) phone. After you enroll a phone, you will use it (along with your netid and password) to login going forward. Learn more Click *Continue* below to proceed. Continue **What is 2 factor authentication?** **Two-factor authentication** adds a second layer of security to sensitive **EMP** information in LoboWeb. Verifying your identity using a **second factor** (desk mobile device) helps prevent anyone but you from logging in, even if they kn password. Learn more **Important notes** • The first time you access sensitive information, you must enroll one or n After enrolling, you will use the device for authentication to secure Lobo going forward. • Avoid using the Safari browser on OS X and iOS - there are known issue encounter issues (like Banner ID/PIN login screen) on other browsers/de using "Incognito" or "Private" OR a laptop/desktop instead of a mobile d • If you are a new hire, it may take 2 or more days for your Duo account to you will see an "Account Disabled" message until initialization completes • This interface IS NOT used for Student bursar account direct deposit. Review FAQs Contact UNM IT
9	Login
10	Click "call me" it is faster than the "enter a passcode" selection and follow the voice instructions on the line.

11	Here is where you will set up your direct deposit or update it.
12	You will need your Routing Number and Account Number
13	Enter the information and click save once everything is correct

The allocation % is the amount of your paycheck you want to go to this account. If you want to split your check in half and put half in your checking account and half in your savings, for example, this is the place to do that.

Amount or Remaining %
100.00% |
| 14 | Click save |
| 15 | Exit out of the screen and you are good to go!

Your next paycheck will be deposited into the account you set up. |

Please call 505-277-3511 for any questions.

If there is a problem with your paycheck after setting up the direct deposit, please call Payroll 505.277.2353