

INSTRUCTION SHEET



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cqu.edu.au

Add or update a payment method

To add or update your payment method for receiving scholarship funds, visit the MyCQU Student Portal at my.cqu.edu.au and log in using your Student ID and password.

Select your initials in the top corner, then select *Finances* from the menu.

The screenshot shows the MyCQU Student Portal interface. In the top right corner, the user's initials 'MD' are displayed in a green circle and are circled in red. A dropdown menu is open, showing options: Personal Details, Contact Details, Finances (circled in red), Applications, Notifications, and Sign Out. The main content area displays a 'GOOD MORNING MAEGAN!' greeting and a message: 'That's all for today - time to take a break!'. Below this, there are three 'CQU SYSTEMS' buttons: Library, CQUni Handbook, and Bookshop. A left sidebar contains navigation options: TODAY, STUDY, DISCOVER, SUPPORT, and CALENDAR.

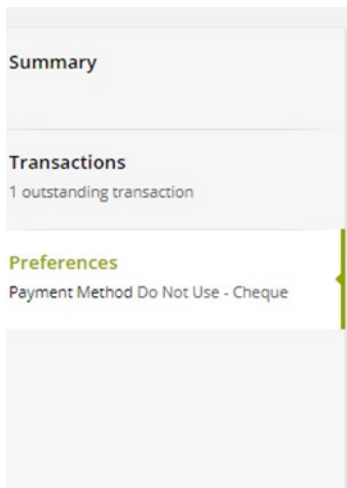
From the *Finances* section, scroll down to the *Finance Summary* and select *View*.

The screenshot shows the 'FINANCE SUMMARY' page. At the top, there are navigation tabs: SUMMARY, CONTACT, FINANCES (underlined), and APPLICATIONS. Below the tabs, the text 'FINANCE SUMMARY' is visible. In the bottom right corner, there is a 'VIEW' button with an external link icon, which is circled in red.

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Select the *Preferences* tab from the side menu panel.



Select *Electronic Funds Transfer* from the drop-down menu and fill out the remaining details.

Ensure the details entered are correct, and press Save.

Note, when entering a BSB number, please ensure to add a hyphen, e.g., 123-456.

A screenshot of a web form titled 'Preferences'. On the left is a side menu with 'Summary', 'Transactions', and 'Preferences' (highlighted). The main content area is titled 'Preferences' and has a 'Save' button in the top right. Under 'Preferred Payment Details', there are five input fields: 'Payment Method' (a dropdown menu with 'Electronic Funds Transfer' selected), 'Bank Transfer Method *' (a dropdown menu), 'Account *' (a text input field), 'Bank Name *' (a text input field), and 'Account Name *' (a text input field).