Direct Deposit – Set up Electronically

- From Millersville Homepage go to Logins and select ESS

- Click on State System of Higher Education

- The first time you log in you will need to change your password.

  *Your Username is your FULL EMAIL ADDRESS.* Click on Forgotten/Expired Password

- Select University & then Select myAccount@MU Login (students)

- Follow prompts to change password (User name and password is current password)

  Note: You can use the same password you are already using for your MU email

- After password has been updated go back to main login for ESS
- Once in ESS click on Employee Self-Service tab along the top and then select the Payroll tab
- Select Direct Deposit / Bank information
- Click on Update Main Bank Account and enter the routing number and account number (double check numbers that were entered for accuracy so deposits are correct)

**NOTE:** Once signed up for direct deposit you will not receive a pay stub. You can view/print your pay stub & past pay stubs in ESS (ESS tab/Payroll/Online Pay Statement) as early as Monday of pay week.