

Direct Deposit

1. Log In Information

- To access Charger STABLE [click here](#)
- Your Briar Cliff username and password will log you in

Sign In

User name

Password

Sign In

2. Landing Page

The landing page within Charger STABLE contains the areas that you have access to, dependent on your role at Briar Cliff.

Charger STABLE

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance: Here you can view your latest statement and make a payment online.
- Financial Aid: Here you can access financial aid data, forms, etc.
- Tax Information: Here you can change your consent for e-delivery of tax information.
- Banking Information: Here you can view and update your banking information.
- Employee: Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Grades: Here you can view your grades by term.
- Academic Attendance: Here you can view your attendances by term.
- Financial Management: Here you can view the financial health of your cost centers and your projects.
- Student Finance Admin: Here you can view the Student Finance information as a student would so you can help the student with any questions.
- Financial Aid Counseling: Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.

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3. Banking Information

Select “Banking Information.” Here, you can add and update your banking information where you would like your payroll direct deposit and/or refunds, reimbursements to be deposited.

- The Banking Information page will list any current accounts that are set up for you in the system.

Banking Information				
Active Accounts				+ Add an Account
Payroll Deposits	Verification	Amount	Deposit Priority	View All
IOWA STATE BANK, ORANGE CITY, IA	✓ Verified	Balance	Last	>
Refunds, Reimbursements & Payments	Verification	View All		
New Account	⚠ Not Verified	>		

- To change or add an account, click on “Add an Account.” As another level of security, you will have to confirm your current bank account number (if applicable) in order to access your information.

- To add a new account, first click activate. Note: Refunds are on the right.

- Enter an effective date, and then click next.

- Enter a routing number, account number, confirm the account number, select savings or checking, and agree to terms and conditions, and click submit.

Your bank account will then need to be verified for deposit by Briar Cliff University’s Financial Services team. You can update your bank account at any time but you can only have one account for refunds.