## AIMS Self Service "Maintain Student Bank Account"

A) Student can find the function under AIMS Tab "Personal Information"

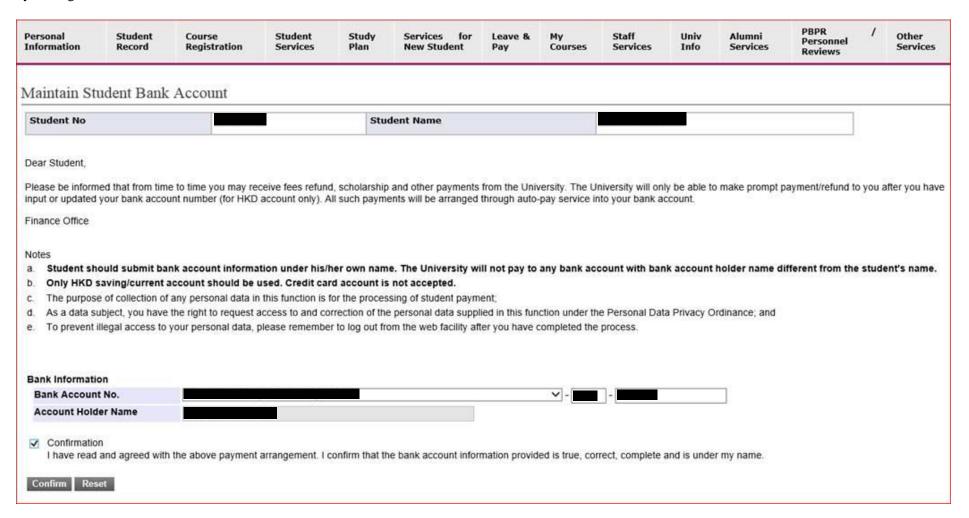
## Personal Information

- Personal Data for Communication (Address, Tel. no., Email, Emergency contact, etc.)
- Change Security Question (for resetting your password)
   (If you ever forget your password, you can reset it yourself by supplying this information, without calling for assistance.)
- CityU Staff (Search): Set Options (Select your information to be shown on People Search on CityU home page)
- General Personal Data (Name, HKID, etc.)
- Employment History (Current appointments, appointment history)
- My Benefits (Medical, Dental, Housing, etc.)
- Scholarship and Financial Aid Records
- Visa Information
- My University Services Level (CSC, LIB, SDS Services, Staff AIMS Services)
- Update Employment/Further Studies Information
- Maintain Student Bank Account
- Alumni Library Services

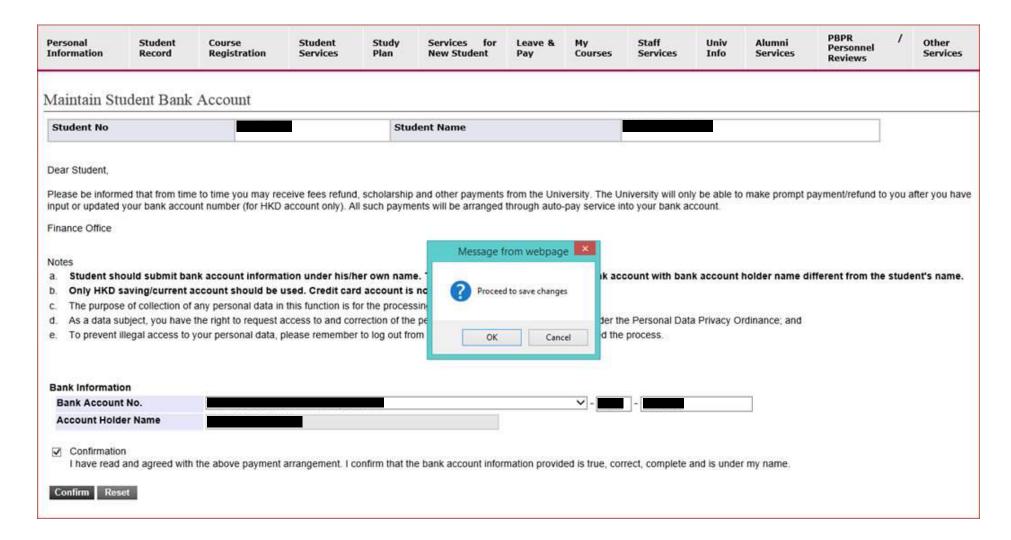
B) Upon clicking "Maintain Student Bank Account", the following screen appears inviting student to enter a new account or modify an existing one.

Personal Information	Student Record	Course Registration	Student Services	Study Plan	Services for New Student	Leave & Pay	My Courses	Staff Services	Univ Info	Alumni Services	PBPR Personnel Reviews	1	Other Services
Maintain St	udent Bank	Account											
Student No				Stu	dent Name								
Notes a. Student sh b. Only HKD s c. The purpose d. As a data se	ould submit ba saving/current a e of collection of ubject, you have	ink account informa account should be fany personal data in the right to request	account only). A ation under his/l used. Credit can this function is to access to and co	her own nam rd account is for the proces	e and other payments ents will be arranged to the University we not accepted. It is a personal data support the web facility at	ill not pay to nent; lied in this fun	any bank acception under the	count with bar	ccount.	holder name d		iā	8
Bank Information Bank Account Account Hold Confirmation I have read	t No. er Name	n the above payment	arrangement. I c	confirm that th	ne bank account infor	mation provid	✓ -	rect, complete	and is unde	er my name.			
Confirm Res	et												

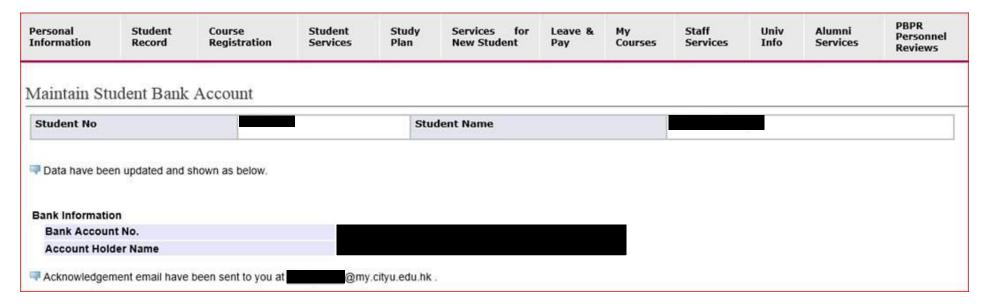
C) Before clicking the "Confirm" button to save the account, student should read the text below the confirmation and indicate he/she agrees to the arrangement by ticking the check box.



D) Upon clicking the "Confirm" button, a dialog box asks student whether really to save the changes or not. To proceed, click "OK". To stop, click "Cancel".



E) After the student bank account has been saved, the following screen will appear. Student gets the latest bank account information on screen. And an acknowledgement email has been sent to the displayed student's email account for reference.



F) The acknowledgement email is sent from <u>fotreasury@cityu.edu.hk</u> and the content should look like below:

Dear ,

Please be informed that according to our record, you have updated the details of your student bank account as follow:

(Part of the bank account is masked out for security reason.)

	Before update	After update
Bank Account No.		
Account Holder Name		

In the event that you have not made the above changes to your student bank account, please double check the record in AIMS and report to Finance Office at <a href="fotreasury@cityu.edu.hk">fotreasury@cityu.edu.hk</a> or 34426323 immediately.

Thank you for your kind attention

Finance Office