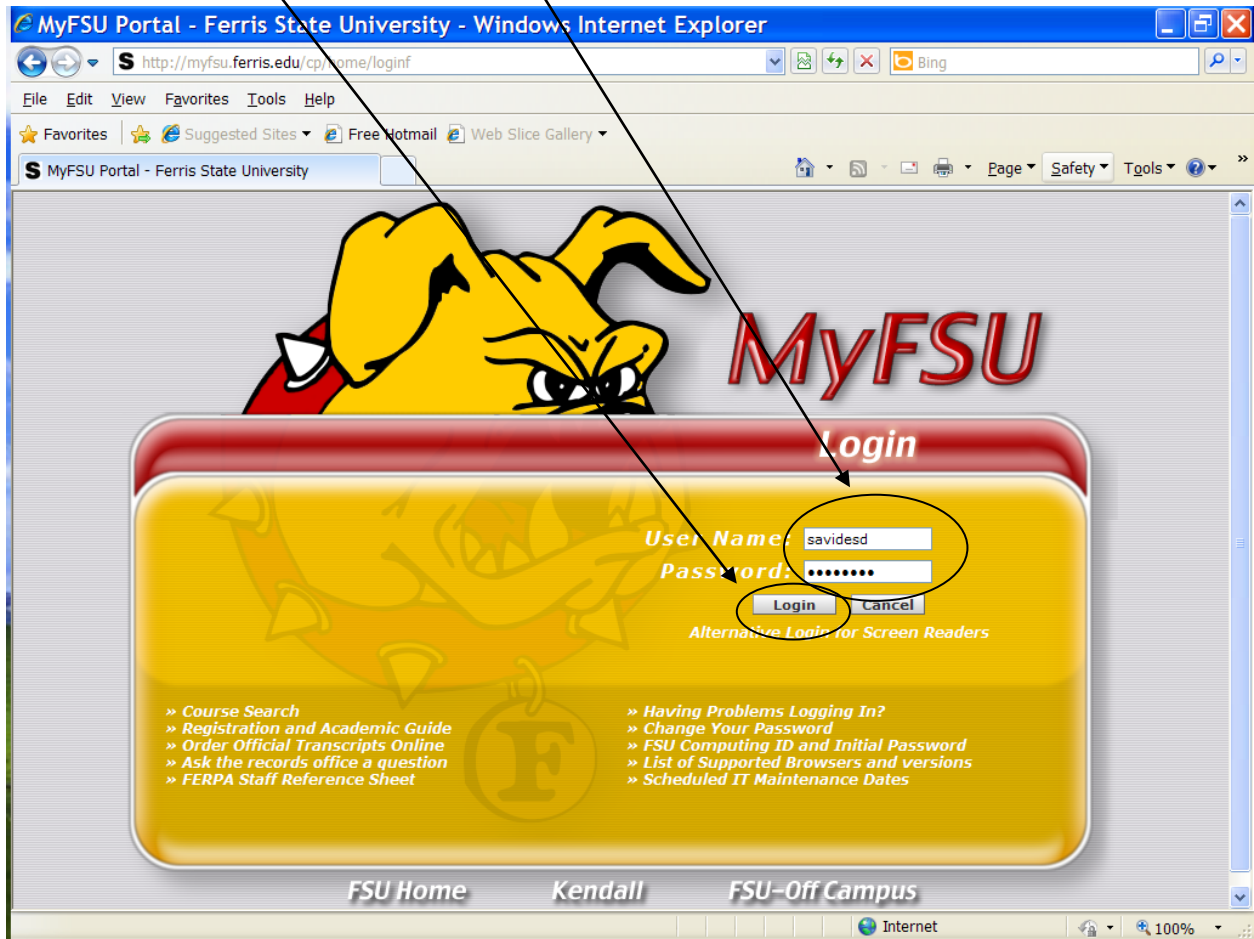


On the Ferris State University Web page, click on MyFSU to log in.

The screenshot shows a web browser window displaying the Ferris State University website. The browser's address bar shows the URL <http://www.ferris.edu/>. The website header includes the Ferris State University logo with the tagline "Imagine More" and a search bar labeled "Search Ferris". In the top right corner, there are links for "Text Only Website", "Site Map", and "MyFSU". A red arrow points from the text above to the "MyFSU" link. Below the header is a navigation menu with links for "Admissions & Aid", "Academics", "Statewide", "Online", "Student Services", "Ferris Resources", "Athletics", and "Giving & Alumni". The main content area features a large banner with the text "Major in a Career" and "Ferris offers 170-plus choices of career-focused majors. Find yours!". Below the banner is a row of small profile pictures. The page is divided into three columns: "University News & Events" with a headline "Ferris State University Responds to Governor's Budget Proposal", "Quick Links" with a list of links including "Campus Calendar" and "Contact Information", and "Video Feature" with a thumbnail for "Welding Engineering Technology". The browser's status bar at the bottom shows "Done" and "Internet".

Type your user ID and password,

then click Login.



Click on the Workplace tab.

The screenshot shows the MyFSU website interface within a Windows Internet Explorer browser window. The browser's address bar displays the URL http://myfsu.ferris.edu/render.userLayoutRootNode.uP?uP_root=root. The website header features the MyFSU logo and a personalized welcome message for user Debra Lynn Savides. A navigation menu at the top includes tabs for MyFSU, Academics & Services, Library, Workplace, University Life, and Help. The Workplace tab is circled in red, and an arrow from the text above points to it. Below the navigation menu, the page is organized into several content panels: Personal Announcements (listing items like [SPRT] Calling all Bulldogs!!! and [RES Life] Contracting for Residence Halls and Suites for 2011-2012), University Announcements (Scholarships), Login Links (Banner INB, Continuity Planning Tool, eHSARF, Phone Bill, Technet, TracDat, E-Bill, Physical Plant Work Order Request), MyFSU Password Status (indicating expiration on April 5, 2011), Higher Learning Commission (HLC) information (Mark your calendars: The Higher Learning Reaccreditation Visiting Team is scheduled for April 18-20, 2011), and President's Corner (President Eisler's Homepage, Mission, Vision / Core Values, Memos To Employees, Recent Events, and Email President Eisler). The browser's status bar at the bottom shows an error message: "Error on page."

Click on Direct Deposit Allocation.

The screenshot shows the MyFSU website interface. At the top, the browser title is "Ferris State University - Windows Internet Explorer". The address bar shows the URL: http://myfsu.ferris.edu/tag.456570b832cb695.render.userLayoutRootNode.uP?uP_root=i. The page header includes the MyFSU logo and a welcome message: "Welcome Debra Lynn Savides. You are currently logged in." Below the header are navigation tabs: MyFSU, Academics & Services, Library, Workplace, University Life, and Help. The main content area is divided into several sections:

- Employee Services**:
 - BENEFITS & DEDUCTIONS
 - Retirement Plans
 - Health Benefits
 - Flexible Spending Accounts
 - Beneficiaries and Dependents
 - PAY INFORMATION
 - Direct Deposit Allocation** (circled with an arrow)
 - Earnings History
 - Pay Stub
 - Deductions History
 - HELPFUL LINKS
 - Admissions Online Application
 - Jobs Summary
 - Leave Balances
 - W2 Year End Earnings Statement
 - W4 Tax Exemptions or Allowances
- Student Employment**:
 - Student Intent Hiring Form
 - Student Employment Home Page
 - Student jobs are posted on the following dates:
 - Fall Semester August 1
 - Spring Semester December 1
 - Summer Semester April 15
 - Job Vacancy Posting Form
 - View Job Postings
 - Hiring Process Overview
 - W2 Year End Earnings Statement
 - 2010 Work Study Earnings
 - Click here for Work Study earnings information to complete your 2011-12 FAFSA. Please select **January 2010 to December 2010**.
- Approval Alerts**: You have no documents pending approval.
- My Worklist**: The user is not authorized for the request.
- Finance Services**:
 - Budget Queries
 - Encumbrance Query
 - Requisition
 - Approve Documents
 - View Document
 - Budget Development
- Finance Announcements**: [FINANCE] February - Month End Close
- Banner Reports**

Click on Update Direct Deposit Allocation.

The screenshot shows the MyFSU portal interface. At the top, there is a navigation bar with the MyFSU logo and a list of links: FerrisConnect, E-mail, OrgSync, Calendar, Groups, Policies, Logout, and Help. Below this, a list of bank accounts is displayed with their respective account types:

- WEST MICHIGAN CREDIT UNION - Saving
- ISABELLA BANK AND TRUST - Checking
- WEST MICHIGAN CREDIT UNION - Checking
- USAA FEDERAL SAVINGS BANK - Checking
- WEST MICHIGAN CREDIT UNION - Saving
- Total Net Pay

Below the list, a section titled "Proposed Pay Distribution:" contains a table with the following data:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
WEST MICHIGAN CREDIT UNION			Savings	1		
ISABELLA BANK AND TRUST			Checking	2		
WEST MICHIGAN CREDIT UNION			Savings	3		
USAA FEDERAL SAVINGS BANK			Checking	4		
WEST MICHIGAN CREDIT UNION			Checking	5		
Total Net Pay						

At the bottom of the page, there is a red horizontal line, and below it, the text "Update Direct Deposit Allocation" is circled in black. An arrow points from the text at the top of the image to this link. Below the link, there are navigation links: [Earnings History | Pay Stub | Deductions History].

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Fill in bank information,
then click save.

Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
WEST MICHIGAN CREDIT UNION			Savings	1		
ISABELLA BANK AND TRUST			Checking	2		
WEST MICHIGAN CREDIT UNION			Savings	3		
USAA FEDERAL SAVINGS BANK			Checking	4		
WEST MICHIGAN CREDIT UNION			Checking	5		

Reorder

* - indicates a required field.

Add Allocation:

Bank Routing Number: *

Account Number: *

Account Type:

Remaining Amount:

Amount or Percent:

Save