## AIMS Self Service "Maintain Student Bank Account"

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

Personal Information	Student Record	Course Registration	Student Services	Study Plan	Services for New Student	Leave & Pay	My Courses	Staff Services					
Personal Ir	nformatic	on											
Personal Data for Communication     (Address, Tel. no., Email, Emergency contact, etc.)													
<ul> <li>Change Sec (If you ever forg</li> </ul>	<ul> <li>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.)</li> </ul>												
<ul> <li>CityU Staff ( (Select your inference)</li> </ul>	CityU Staff (Search): Set Options     (Select your information to be shown on People Search on CityU home page)												
<ul> <li>General Pers (Name, HKID, et al.)</li> </ul>	sonal Data etc.)												
<ul> <li>Employment (Current appoint)</li> </ul>	t History tments, appointm	nent history)											
<ul> <li>My Benefits (Medical, Dental)</li> </ul>	I, Housing, etc.)												
<ul> <li>Scholarship</li> </ul>	and Financia	I Aid Records											
<ul> <li>Visa Informa</li> </ul>	ation												
<ul> <li>My Universit (CSC, LIB, SDS</li> </ul>	ty Services Le Services, Staff A	evel AIMS Services)											
<ul> <li>Update Emp</li> </ul>	loyment/Furtl	her Studies Inform	ation										
<ul> <li>Maintain Stu</li> </ul>	ident Bank Ac	count											
<ul> <li>Alumni Libra</li> </ul>	ary Services												
L													

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	/	Other Services
Maintain St	udent Bank	Account											
Student No		53550460	5	Stu	dent Name			KJYR Hov Sht	Apa		-		
Dear Student, Please be inform input or updated Finance Office	ied that from tim your bank acco	e to time you may re unt number (for HKD	ceive fees refund account only). A	d, scholarship All such paym	and other payments ents will be arranged	from the Unit through auto	versity. The L pay service	Iniversity will on nto your bank a	ly be able t ccount.	o make prompt	payment/refund t	o you a	fter you have
Notes a. Student sh b. Only HKD s c. The purpose d. As a data si e. To prevent	ould submit ba saving/current : e of collection of ubject, you have illegal access to	nk account informa account should be any personal data in the right to request your personal data,	ation under his/h used. Credit car h this function is f access to and co please remembe	her own nam rd account is for the proces prrection of the er to log out fr	e. The University w s not accepted. ssing of student paym e personal data supp om the web facility af	i <b>ll not pay to</b> hent; lied in this fun ter you have (	any bank ad ction under t completed the	e Personal Dat e Personal Dat	ik account a Privacy C	<b>holder name d</b> Ordinance; and	lifferent from the	e stude	ent's name.
Bank Informatio	on												
Bank Accoun	t No.	016 DBS BANK	(HONG KONG) LI	MITED			✓ - 123	- 456789					
Account Hold	er Name	KJYR HOV SHT	APA					- WARE out the designed					
Confirmatio	n and agreed with et	the above payment	arrangement. I c	confirm that th	ne bank account infor	mation provid	ed is true, co	rrect, complete	and is unde	er my name.			

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.

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	/	Other Services
Maintain St	udent Bank	Account											
Student No	ent No 53550460 Student Name KJYR Hov Sht Apa												
Dear Student, Please be inform input or updated Finance Office Notes a. Student sh b. Only HKD s c. The purpos d. As a data s e. To prevent	ould submit ba saving/current a e of collection of ubject, you have illegal access to	e to time you may re unt number (for HKD nk account informa account should be any personal data in the right to request your personal data,	account only). A account only). A ation under his/f used. Credit car h this function is f access to and co please remembe	d, scholarship Ill such paym her own nam of account is for the proces rrection of the r to log out fr	e and other payments ents will be arranged the. The University w is not accepted. using of student paym e personal data supp om the web facility at	s from the Unit through auto rill not pay to hent; lied in this fur fter you have o	versity. The l pay service <b>any bank a</b> d ction under t completed th	University will on into your bank a count with bar he Personal Dat e process.	ly be able t ccount. <b>Ik account</b> a Privacy (	o make prompt   • <b>holder name d</b> Ordinance; and	payment/refund t	o you a e stude	fter you have Int's name.
Bank Informati	on												
Bank Account Account Hold	t No. Ier Name	KIYR HOV SHT	(HONG KONG) LI	MITED			Y - 234	- 456888					
Confirmation	n and agreed with et	the above payment	arrangement. I c	confirm that th	ne bank account info	rmation provid	ed is true, co	rrect, complete	and is unde	er my name.			

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".

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	/	Other Services
Maintain St	ıdent Bank	Account											
Student No	itudent No 53550460 Student N							KJYR Hov Sht	Ара				
Dear Student, Please be inform nput or updated Finance Office Notes a. Student shi b. Only HKD s c. The purpose	ed that from tim your bank accor ould submit ba saving/current : e of collection of	e to time you may re unt number (for HKD nk account informa account should be any personal data in	ceive fees refund account only). A tion under his/f used. Credit car h this function is t	d, scholarship a All such paymer her own name rd account is r for the process	Message 1 Message 1	from the Unit through auto from webpag d to save change	e X k ac	University will on nto your bank a count with bar	ly be able t ccount. nk account	o make prompt p holder name d	payment/refund to	o you a	fter you hav
To prevent i	llegal access to	your personal data,	please remembe	er to log out fror	п ок	Cane	d the	e process.	a rivacy (	fullance, and			
Bank Informatio	on												
Bank Account	t No.	016 DBS BANK	(HONG KONG) LI	MITED			✓ - 234	- 456888					
Account Hold	er Name	KJYR HOV SHT	APA										
Confirmatio	n and agreed with et	the above payment	arrangement. I c	confirm that the	bank account infor	mation provid	ed is true, co	rrect, complete	and is unde	er my name.			

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.

Personal Information	Student Record	Course Registration	Student Services	Study Plan	Services New Stude	for ent	Leave & Pay	My Courses	Staff Services	Univ Info	Alumni Services	PBPR Personnel Reviews		
Maintain Stud	lent Bank	Account												
Student No		53550460	ō.	Stu	dent Name				KJYR Hov Sht Apa					
👎 Data have been	updated and s	hown as below.												
Bank Information	0													
Bank Account No.				DBS BANK (HONG KONG) LIMITED 016 - 234 - 456888										
Account Holde	r Name		KJYR	KJYR HOV SHT APA										
Reknowledgeme	ent email have l	been sent to you at o	limagvoh3-@my	.cityu.edu.hk	2									

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

Dear KJYR Hov Sht Apa,

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.)

	Befoi	re up	odate	Э	After update				
Bank Account No.	016-1	L23-*	**7{	39	016-234-***888				
Account Holder Name	KJYR	HOV	SHT	APA	KJYR	HOV	SHT	APA	

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="foreasury@cityu.edu.hk">foreasury@cityu.edu.hk</a> or 34426323 immediately.

Thank you for your kind attention

Finance Office