## To enter or update your bank account details, login to the **Student** Administration Portal

www.si.ul.ie

Note: Students who have been registered on courses in both MIC & UL please chose <u>Student Fees Office (MIC)</u>, not Home (UL)this link will also accept Bank Details but these will update the UL database and not MIC.



On the **Student Fees Office (MIC)** page; you will see an **Update your Personal Details menu** on the bottom right hand side of the screen. Click on **Update your Bank Acc Details Here** 

Depending on whether you are updating existing bank details or adding bank details you should click on the **Select** button beside **Edit your bank details** 

Enter your bank account details in the fields provided, then click the **Update** button beside **Update your bank details.** 

You will see at the top of the page a message indicating your details have been updated.

You can now logout of the portal.

Update your Personal Details

Update Your SUSI ID Number Here

Update your Bank Acc Details Here

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Account Name	Bank Branch	Sort Code	Account Number	International Bank Account Number (IBAN)	Bank Identifier Code (BIC)
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