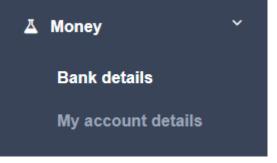**ADDING / AMENDING BANK DETAILS IN CAMPUS CONNECT**

1. Log into Campus Connect using your student credentials: https://campus-connect.rhul.ac.uk/cp/home/displaylogin

2. Click on the "Money" tab from the menu on the left of the screen.

3. Click "Bank details" from the dropdown menu.

4. To update your bank details, please click on "More Details".
   - If no bank details are held on the system, you will directed to enter these.
   - If you already have bank details on the system - you will get a prompt on the screen with the message "If you have updated your bank details, you do NOT need to take any action....." with a link to make amendments.

5. Please enter your bank details and click "Submit". You will need to enter your details twice as part of the process.

6. Once submitted, you'll get an email confirming that your bank details were successfully updated.