



MyDMU update

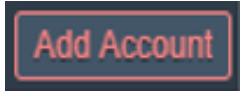
A quick start guide to using your
new tile

Do more. See more. Have more
control.
24/7 on any device

My Bank Account

You only need to use this tile if you have been
asked to provide DMU with your bank details

Use the My Bank Account tile to enter and amend your bank account details in order to receive payments from DMU.
**You will be asked to sign in again as an additional security measure. Please remember to close the browser
when you've finished and avoid sharing devices wherever possible.**



Click the 'Add Account'
button at the bottom left
of the screen to add a
bank account.

Enter your UK Bank Account details here. You can
only have ONE active account at any one time

Enter your sort code in numerical format
only (for example: 123456 – no spaces or
dashes)

Account number must be 8 digits only

Don't forget to save your changes. If any information
is incorrect an error message will display and your
details will not be saved

Once saved, your bank
details will show in the
sidebar

If you add an account
from this screen your
previous account
information will no longer
be valid

You can deactivate
this information at
any time. This
means you will not
have an active bank
account on your
record and we will
not be able to make
any payments to
you.

Help and further info

If you have any problems using the tile contact
the Income Office on 0116 207 8810 or
income@dmu.ac.uk. For all technical issues
please call the ITMS service desk on 0116 250
6050 or email itmsservicedesk@dmu.ac.uk
Quick start guides, FAQs and further
information can be found at
www.dmu.ac.uk/mydmuchanges

