

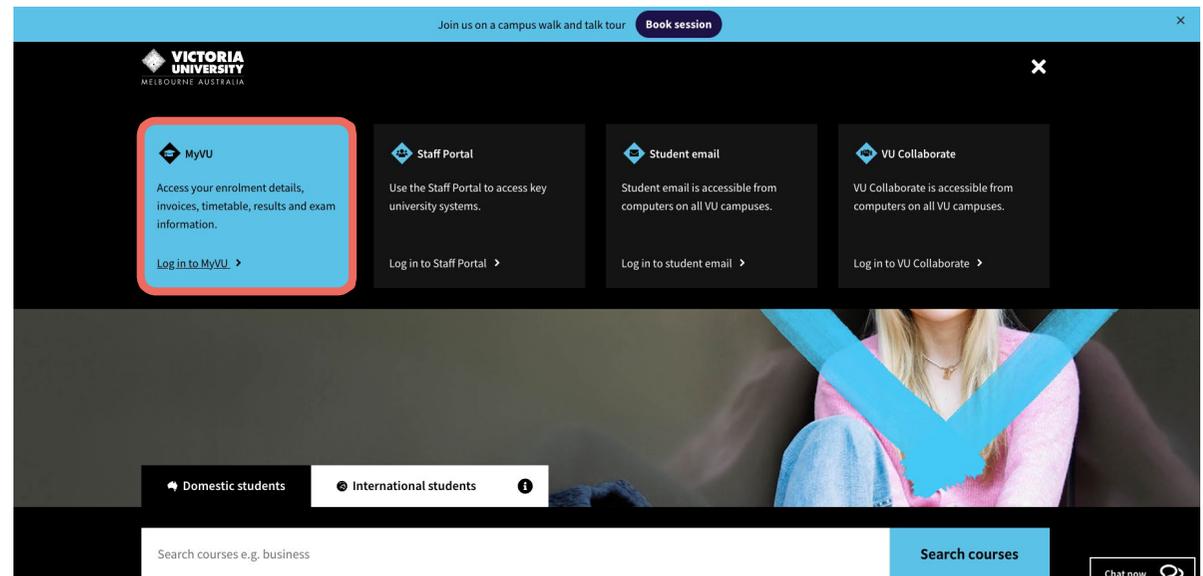
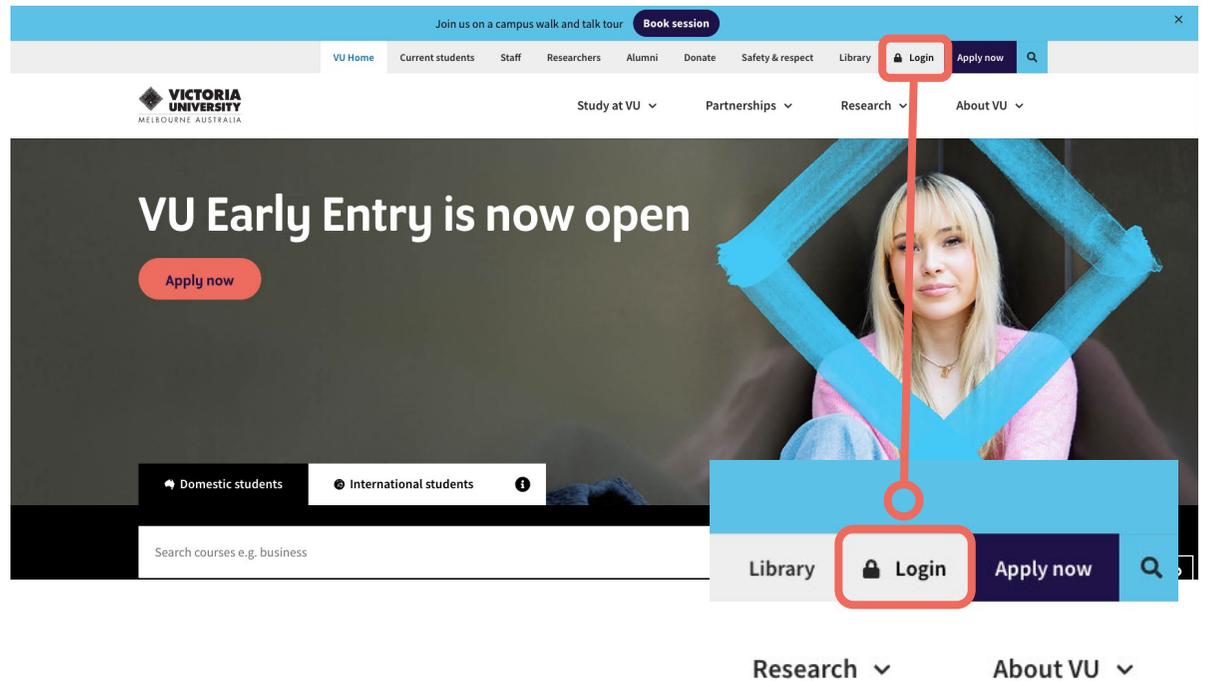
# **My Finances: Student Guide to Update Payment Preferences**

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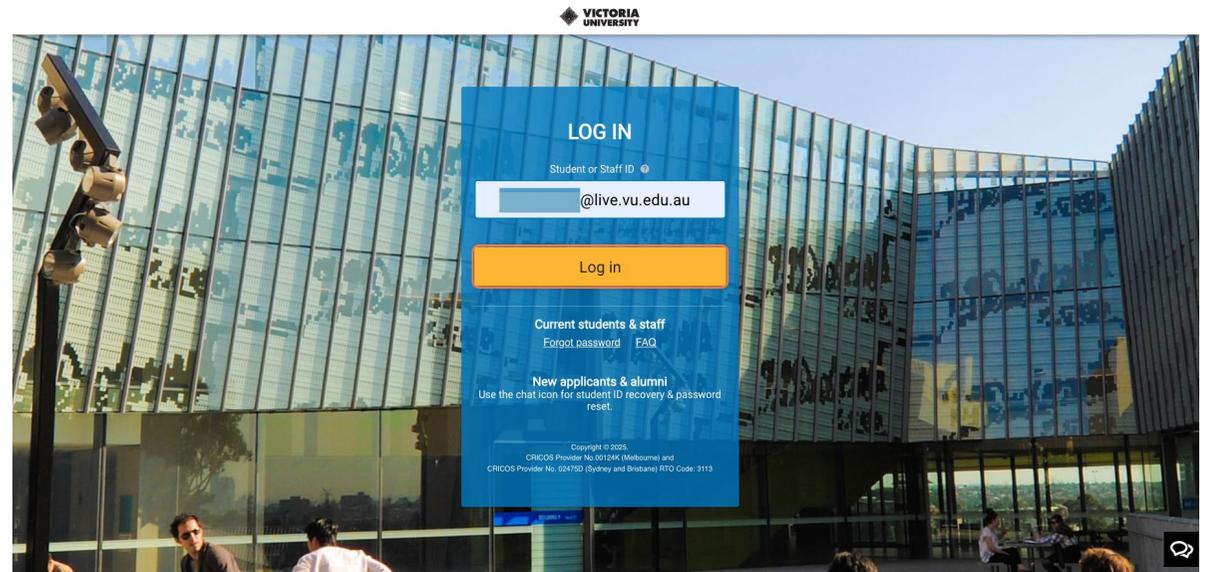
# Step 1

Click on 'Log In' and select 'MyVU'.



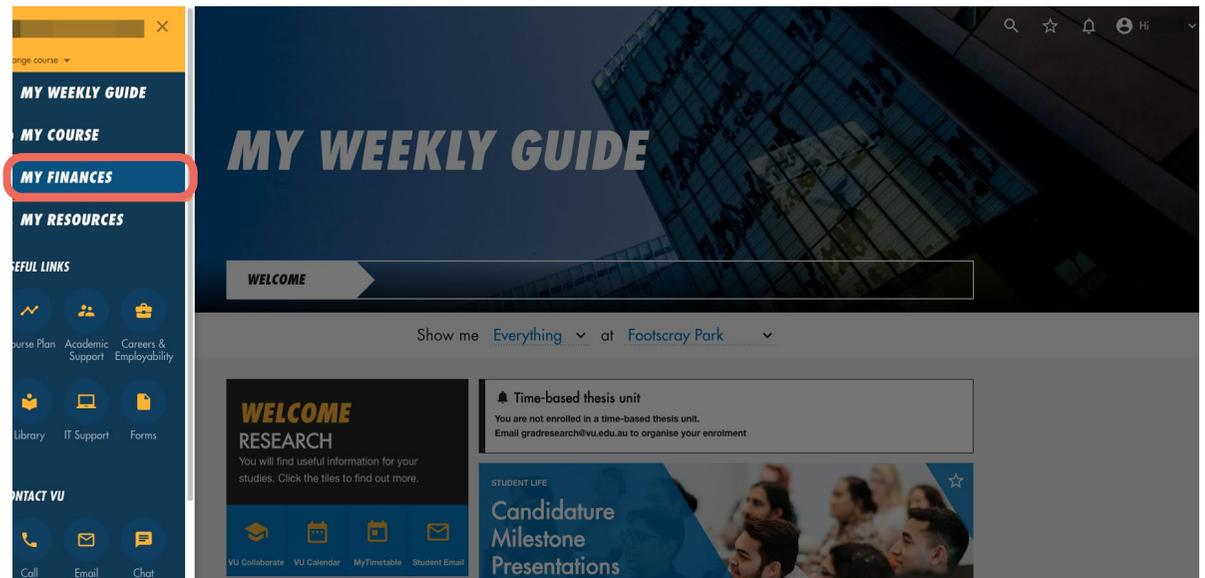
## Step 2

Log in with your Student ID.



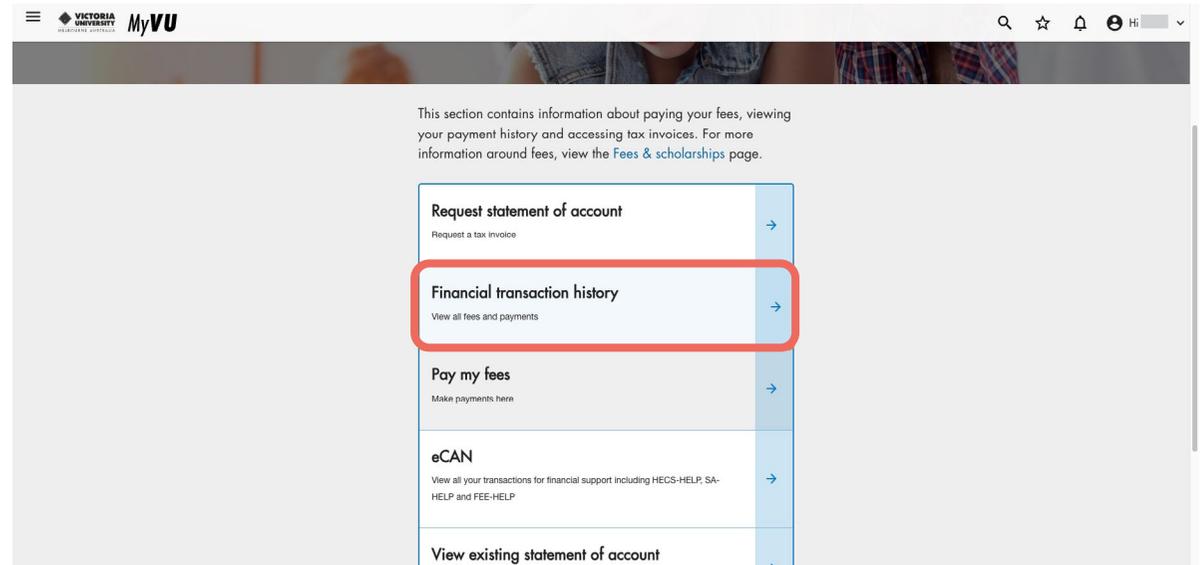
## Step 3

Click on the drop down menu in the left-hand corner and select 'My Finances'.



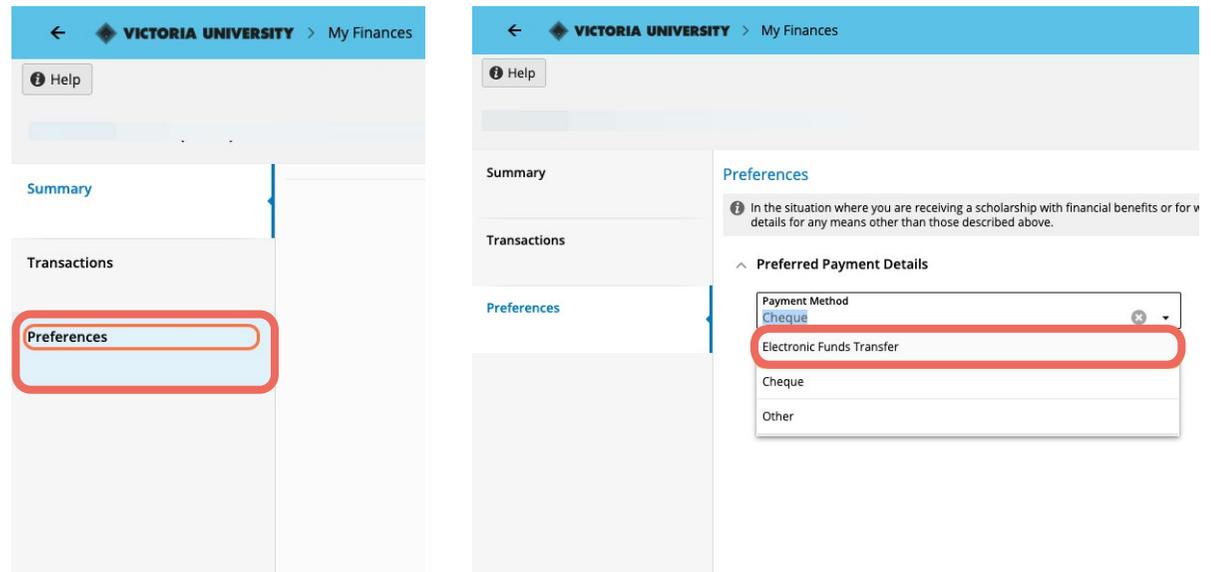
## Step 4

Select 'Financial Transaction History'.



## Step 5

Select the 'Preferences' tab on the right-hand side, then click the drop down menu on Payment Method and select 'Electronic Funds Transfer'.



## Step 6

Fill out your bank details, then click the 'Save' button in the top right-hand corner.

The screenshot shows the 'My Finances' page on the Victoria University website. The 'Preferences' section is active, displaying a form for 'Preferred Payment Details'. The form includes the following fields:

- Payment Method: Electronic Funds Transfer
- Bank Transfer Method \*
- Account \*
- Bank Name \*
- Payee Name \*

A red box highlights the form fields. A red arrow points from a 'Save' button in the top right corner of the page to the form. Another red box highlights a 'Save' button at the bottom right of the page, with the text 'Save your bank' below it. The footer contains the following information:

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**You have now updated your bank details and can receive payment.**