

## AIMS Self Service "Maintain Student Bank Account"

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

<b>Personal Information</b>	<b>Student Record</b>	<b>Course Registration</b>	<b>Student Services</b>	<b>Study Plan</b>	<b>Services for New Student</b>	<b>Leave &amp; Pay</b>	<b>My Courses</b>	<b>Staff Services</b>
<h3>Personal Information</h3> <ul style="list-style-type: none"><li>▪ <b>Personal Data for Communication</b> (Address, Tel. no., Email, Emergency contact, etc.)</li><li>▪ <b>Change Security Question (for resetting your password)</b> (If you ever forget your password, you can reset it yourself by supplying this information, without calling for assistance.)</li><li>▪ <b>CityU Staff (Search): Set Options</b> (Select your information to be shown on People Search on CityU home page)</li><li>▪ <b>General Personal Data</b> (Name, HKID, etc.)</li><li>▪ <b>Employment History</b> (Current appointments, appointment history)</li><li>▪ <b>My Benefits</b> (Medical, Dental, Housing, etc.)</li><li>▪ <b>Scholarship and Financial Aid Records</b></li><li>▪ <b>Visa Information</b></li><li>▪ <b>My University Services Level</b> (CSC, LIB, SDS Services, Staff AIMS Services)</li><li>▪ <b>Update Employment/Further Studies Information</b></li><li>▪ <b>Maintain Student Bank Account</b></li><li>▪ <b>Alumni Library Services</b></li></ul>								



- 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.

<b>Personal Information</b>	<b>Student Record</b>	<b>Course Registration</b>	<b>Student Services</b>	<b>Study Plan</b>	<b>Services for New Student</b>	<b>Leave &amp; Pay</b>	<b>My Courses</b>	<b>Staff Services</b>	<b>Univ Info</b>	<b>Alumni Services</b>	<b>PBPR Personnel Reviews</b>	/	<b>Other Services</b>
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### Maintain Student Bank Account

<b>Student No</b>	██████████	<b>Student Name</b>	██████████
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Dear Student,

Please be informed that from time to time you may receive fees refund, scholarship and other payments from the University. The University will only be able to make prompt payment/refund to you after you have input or updated your bank account number (for HKD account only). All such payments will be arranged through auto-pay service into your bank account.

Finance Office

Notes

- Student should submit bank account information under his/her own name. The University will not pay to any bank account with bank account holder name different from the student's name.**
- Only HKD saving/current account should be used. Credit card account is not accepted.**
- The purpose of collection of any personal data in this function is for the processing of student payment.
- As a data subject, you have the right to request access to and correction of the personal data supplied in this function under the Personal Data Privacy Ordinance; and
- To prevent illegal access to your personal data, please remember to log out from the web facility after you have completed the process.

**Bank Information**

<b>Bank Account No.</b>	██████████	▾	-	██████	-	██████
<b>Account Holder Name</b>	██████████					

Confirmation  
I have read and agreed with the above payment arrangement. I confirm that the bank account information provided is true, correct, complete and is under my name.

**Confirm** **Reset**



- 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 for New Student	Leave & Pay	My Courses	Staff Services	Univ Info	Alumni Services	PBPR Personnel Reviews
<h3>Maintain Student Bank Account</h3>											
Student No		[REDACTED]		Student Name			[REDACTED]				
<p>🗨 Data have been updated and shown as below.</p>											
<b>Bank Information</b>											
Bank Account No.			[REDACTED]								
Account Holder Name			[REDACTED]								
<p>🗨 Acknowledgement email have been sent to you at [REDACTED]@my.cityu.edu.hk .</p>											

F) The acknowledgement email is sent from [fotreasury@cityu.edu.hk](mailto:fotreasury@cityu.edu.hk) and the content should look like below:

Dear [REDACTED],

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.)

	Before update	After update
Bank Account No.	[REDACTED]	[REDACTED]
Account Holder Name	[REDACTED]	[REDACTED]

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 [fotreasury@cityu.edu.hk](mailto:fotreasury@cityu.edu.hk) or 34426323 immediately.

Thank you for your kind attention

Finance Office