

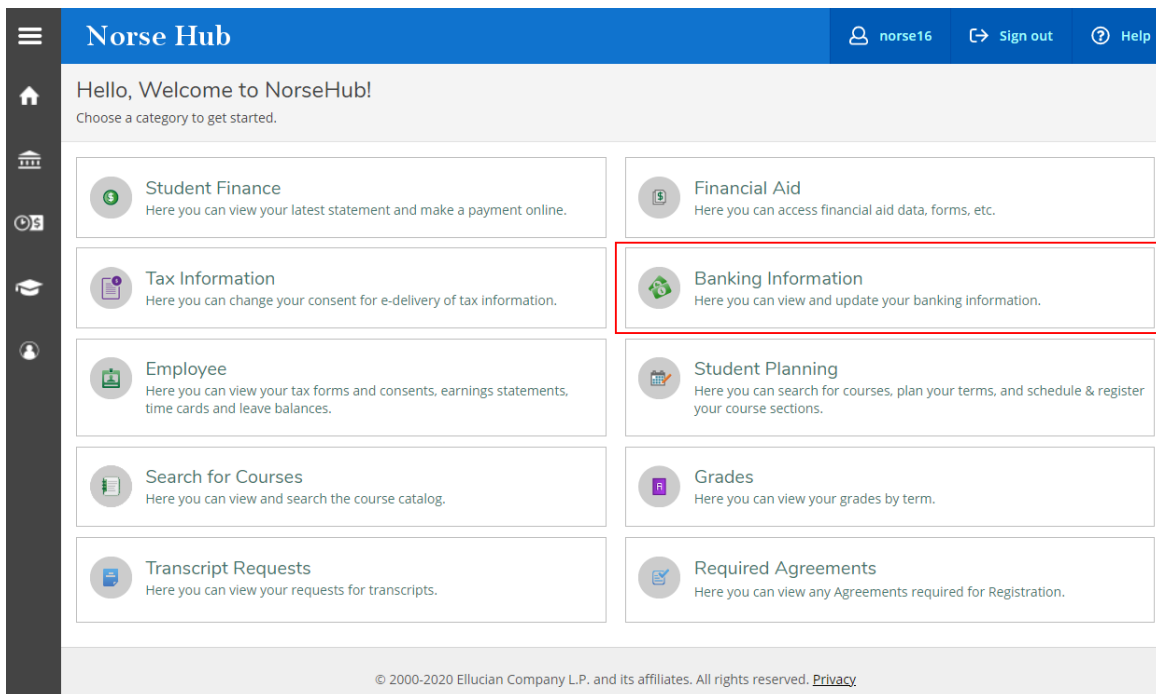
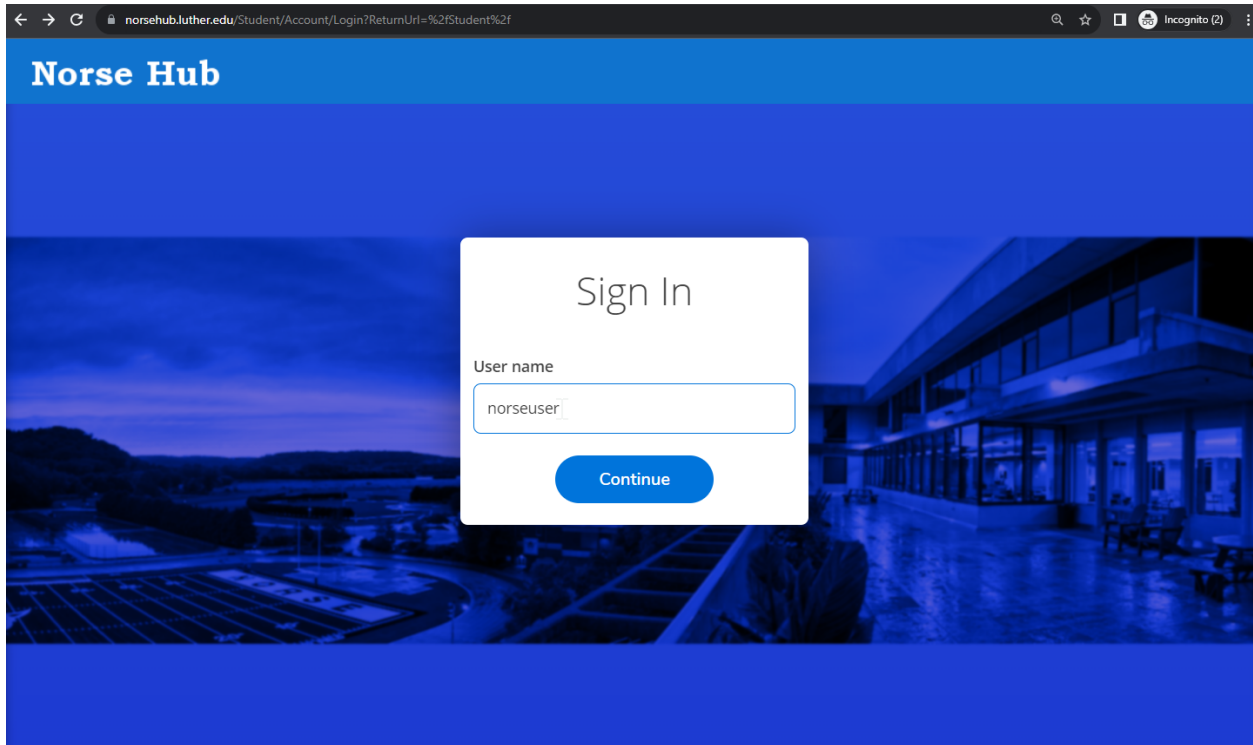
Norse Hub: Instructions for Banking Information


NorseHub.luther.edu provides students, faculty and staff, parents, guardians, or proxies self-service access to your information. *NorseHub.luther.edu* allows you to set up your bank account for Luther College to use for payroll and for refunds, reimbursements, and payments. You will need your bank name, routing number, and account number which can be found on a check or deposit slip from your bank. Note that employees are generally reimbursed through Paymerang.

If you prefer a video, you can watch the [Direct Deposit Enrollment](#) video.

Log in with your Norse Key username and password	1
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Log in with your Norse Key



Navigation: Click on the menu icon  in the upper left corner to expand and collapse the navigation menu.

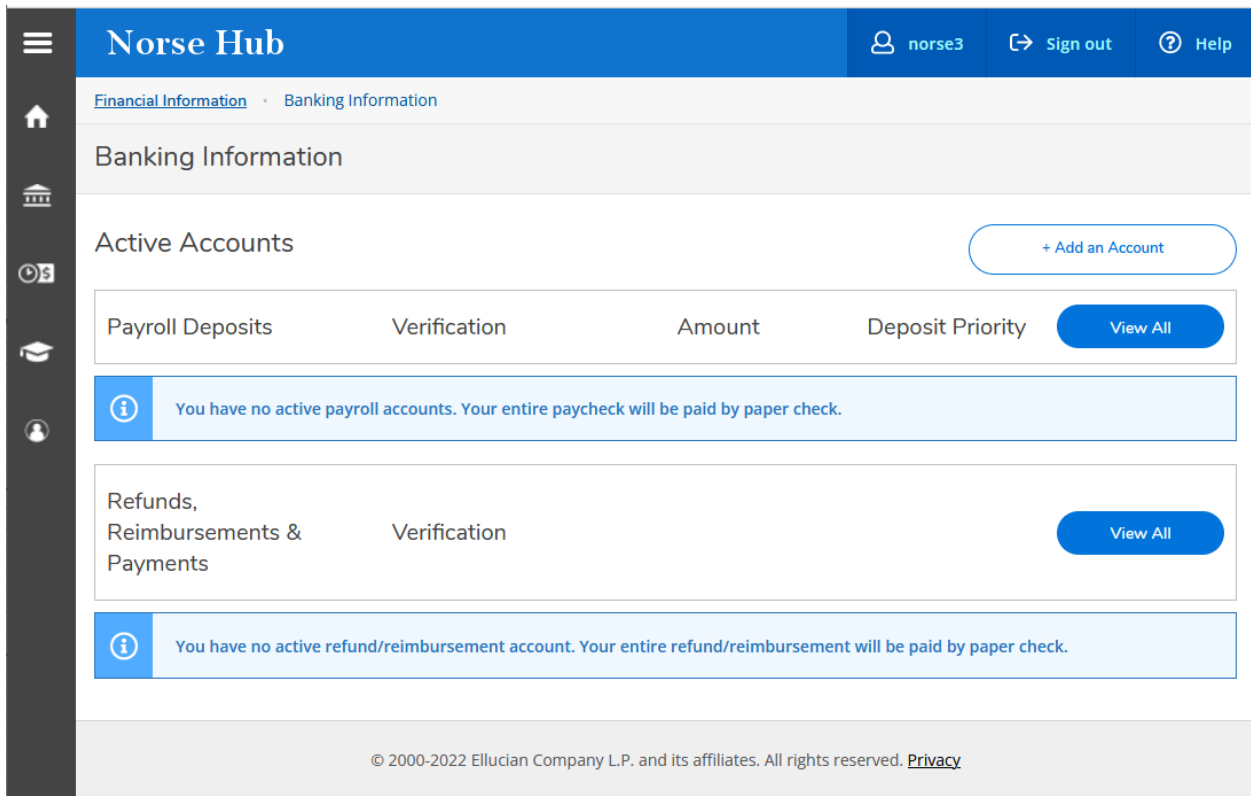
Getting help: Click on the ‘? Help’ button in the upper right corner of the screen. For more information, you can contact the Technology Help Desk at helpdesk@luther.edu or 563-387-1000.

Add Banking Information

Choose Banking Information from the home screen

Click the “ + Add an Account ” button at the top right.

Note: You may see the message “*You have no active payroll accounts. Your entire paycheck will be paid by paper check.*” or “*You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.*” if you have never entered an account before.

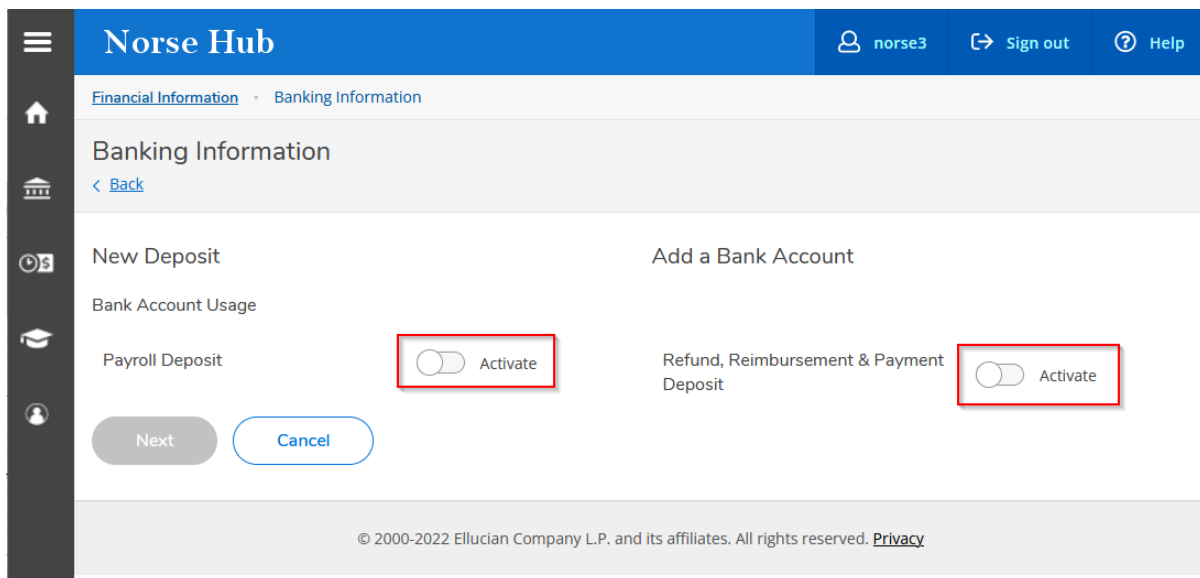


The screenshot displays the Norse Hub interface. At the top, there is a blue header with the 'Norse Hub' logo and user information (norse3, Sign out, Help). Below the header, the 'Banking Information' section is active. It features a table with columns for 'Payroll Deposits', 'Verification', 'Amount', and 'Deposit Priority', along with a '+ Add an Account' button and a 'View All' button. A message below the table states: "You have no active payroll accounts. Your entire paycheck will be paid by paper check." Another section for 'Refunds, Reimbursements & Payments' also includes a 'View All' button and a message: "You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check." The footer contains copyright information: © 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

Click the appropriate “Activate” button(s) to activate a new account for *Payroll Deposit* and/or for *Refund, Reimbursement & Payment Deposit*

A *Payroll Deposit* is used to indicate where you want your Payroll earnings to be deposited.

A *Refund, Reimbursement & Payment Deposit* is for other payments like stipends or expense reimbursements.



Enter an effective date for the new bank account(s)
(The date must be today's date or a date in the future)

For payroll direct deposit accounts:

- select No end date or a date when the account should stop
- select Entire balance (to deposit the entire paycheck in one account) or Specific Amount (to deposit a specific amount in the account)

Click Next when all fields have been completed

Norse Hub

norse3 Sign out Help

Financial Information · Banking Information

Banking Information

[Back](#)

New Deposit

Add a Bank Account

Bank Account Usage

Payroll Deposit Activate

Effective Date 8/5/2022

End Date No end date End on: M/d/yyyy

Refund, Reimbursement & Payment Deposit Activate

Effective Date 8/5/2022

Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance Specific Amount


Deposit Priority

New Account Balance

Next Cancel

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In the popup window, enter a nickname for the account, then enter the bank routing number, your bank account number, and confirm your bank account number.

Hover over the tool tips () to see where routing numbers and account numbers are located on a paper check.

Edit Bank Account Details

New Account

Account Nickname
New Account

Country of Bank
United States

Routing Number *
073921695

Decorah Bank & Trust / Cresco Bank & Trust

Bank Account Number *
.....

View sample check image

Re-enter Bank Account Number *
.....

View sample check image

Account Type
Checking

Terms and Conditions

Back Submit

If the routing number hasn't been used in our system yet, you will see the following message. Send an email to payroll@luther.edu to ask them to add the bank name and routing number in the Colleague system.

Routing Number *

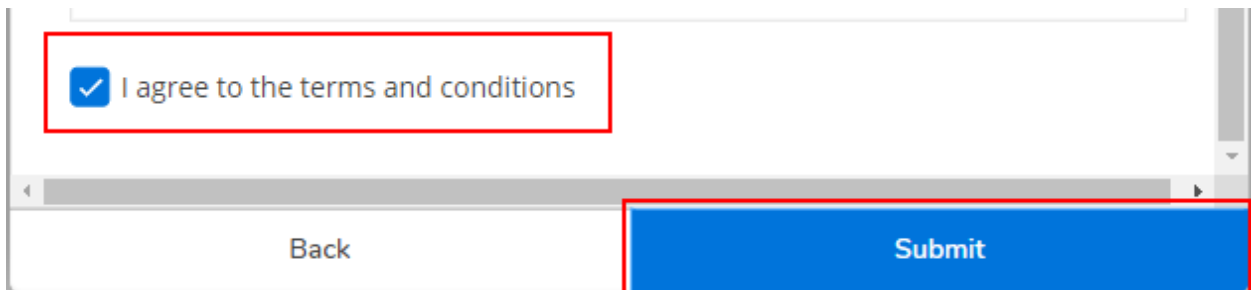
XXXXXXXXX|



Unable to confirm the routing number. Please contact your Payroll office to add this bank

Once you have completed the bank information fields, please verify the information you entered

Scroll to the bottom and check the "I agree to the terms and conditions" box, then click Submit



A screenshot of a web form. At the top, there is a checkbox with a blue checkmark and the text "I agree to the terms and conditions". Below this, there are two buttons: a white "Back" button on the left and a blue "Submit" button on the right. Red boxes highlight the checkbox and the "Submit" button.

The new account(s) will show “Not verified” until the Office for Financial Services runs a process to verify the bank account number. This process will be done at least weekly.

The screenshot displays the Norse Hub interface. At the top, there is a blue navigation bar with the 'Norse Hub' logo, a user profile icon labeled 'norse3', a 'Sign out' button, and a 'Help' icon. Below this, a breadcrumb trail shows 'Financial Information' and 'Banking Information'. The main content area is titled 'Banking Information' and features a section for 'Active Accounts'. This section includes a '+ Add an Account' button and a table with columns for 'Payroll Deposits', 'Verification', 'Amount', and 'Deposit Priority'. Two rows are shown, both labeled 'New Account' and marked as 'Not Verified' with a yellow warning triangle. The first row shows 'Balance' and 'Last' with a 'View All' button. The second row also shows 'View All'. A footer at the bottom of the page contains the copyright notice: '© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

Payroll Deposits	Verification	Amount	Deposit Priority	View All
New Account	⚠ Not Verified	Balance	Last	>
Refunds, Reimbursements & Payments	Verification			View All
New Account	⚠ Not Verified			>

For payroll accounts, you may direct the money to more than one bank account.
To add another bank account, click the “ + Add an Account ” button at the top right

Enter an effective date for the new bank account(s)
(The date must be today’s date or a date in the future)

Select No end date or an end date when the account should no longer be used

Select Specific Amount and enter the amount to deposit in the account

Click Next when all fields have been completed


The screenshot shows the 'Add a Bank Account' form in the Norse Hub interface. The form is titled 'Banking Information' and includes a 'Back' link. The main section is 'Add a Bank Account', which is divided into several parts:

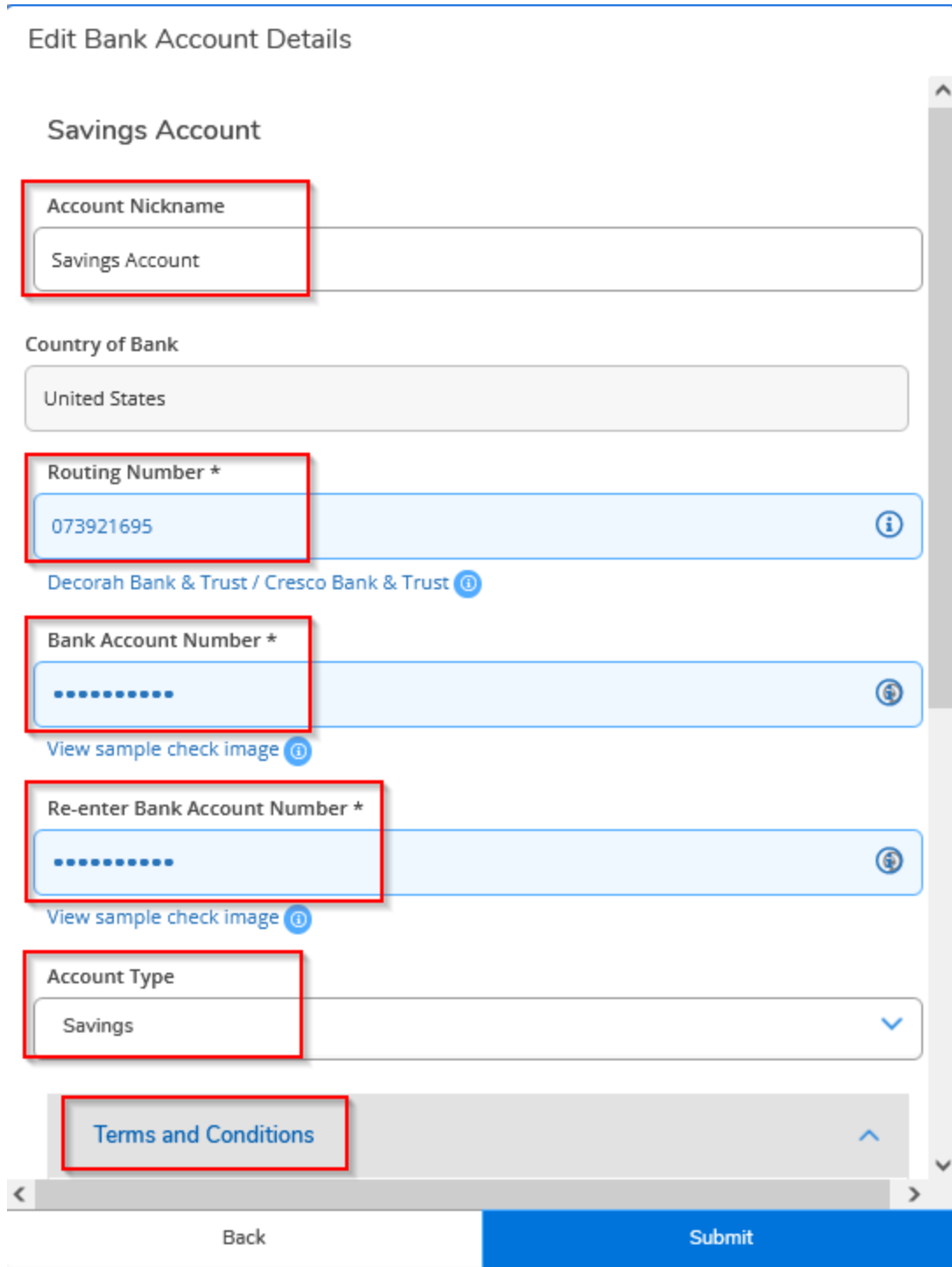
- New Deposit:** A toggle for 'Payroll Deposit' is active (indicated by a blue circle and the word 'Activate').
- Bank Account Usage:** A toggle for 'Refund, Reimbursement & Payment Deposit' is inactive (indicated by a grey circle and the word 'Activate').
- Effective Date:** A text input field contains '8/5/2022'.
- End Date:** Two radio buttons are present: 'No end date' (selected) and 'End on: M/d/yyyy' (with an empty input field).
- Deposit Details:** A section titled 'Select the amount of your paycheck to be deposited' contains three radio buttons: 'Entire Balance', 'Specific Amount' (selected), and 'Remaining Balance'. The 'Specific Amount' option has a text input field containing '\$100.00'.
- Deposit Priority:** A table with two rows:

New Account	1	🔒
Checking account	Balance	🔒

At the bottom of the form, there are two buttons: 'Next' (highlighted in blue) and 'Cancel'.

In the popup window, enter a nickname for the account, then enter the bank routing number, your bank account number, and confirm your bank account number.

Hover over the tool tips () to see where routing numbers and account numbers are located on a paper check.







Edit Bank Account Details



Savings Account


Account Nickname
Savings Account


Country of Bank
United States

Routing Number *
073921695 
Decorah Bank & Trust / Cresco Bank & Trust 

Bank Account Number *
..... 
[View sample check image](#) 

Re-enter Bank Account Number *
..... 
[View sample check image](#) 

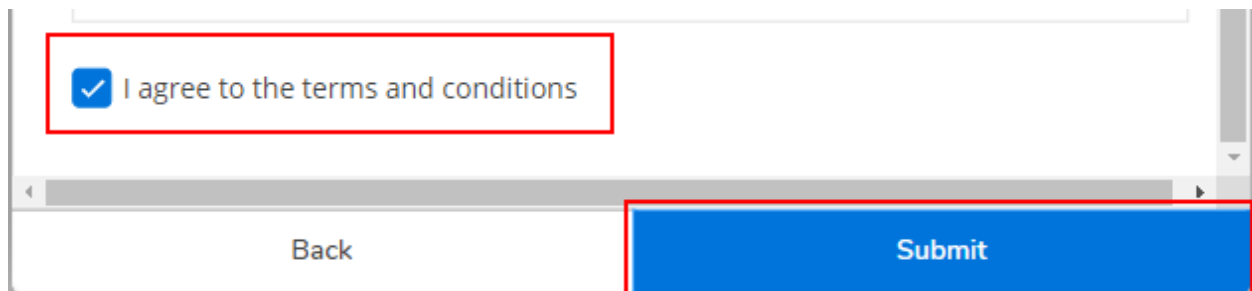
Account Type
Savings 

[Terms and Conditions](#) 

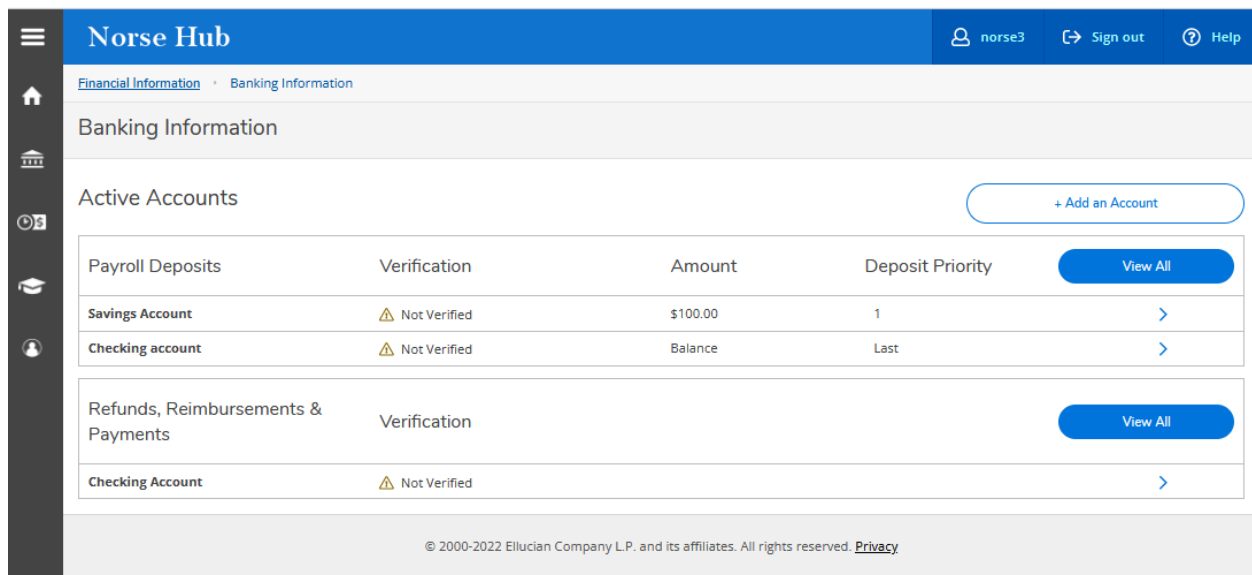
[Back](#) [Submit](#)

Please verify the information you entered

Scroll to the bottom and check the “I agree to the terms and conditions” box, then click Submit



The new account(s) will show “Not verified” until the Office for Financial Services runs a process to verify the bank account number. This process will be done at least weekly.



Inactivating Deposit Accounts

If you Inactivate an account, you will need to activate a different bank account in order for the money to be direct deposited. If you don't activate a different account, you will begin to receive physical checks.

Sign out to end your session

Click on 'Sign out' when you have finished setting up your banking information and close your browser.

The screenshot shows the Norse Hub interface. At the top, a blue header bar contains the text "Norse Hub" on the left and a user profile icon labeled "norse2" on the right. Next to the profile icon is a "Sign out" button with a red circle around it, and a "Help" button with a question mark icon. Below the header, a grey bar displays "Hello, Welcome to Norse Hub!" and "Choose a category to get started." The main content area is a grid of ten white boxes, each with an icon and a title: "Student Finance" (dollar sign icon), "Financial Aid" (dollar sign icon), "Tax Information" (tax form icon), "Employee" (employee icon), "Student Planning" (calendar icon), "Grades" (book icon), "Transcript Requests" (document icon), and "Required Agreements" (document icon). Each box contains a brief description of the service. At the bottom, a grey footer bar contains the copyright notice: "© 2000-2020 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".