

## How to direct deposit student refunds, stipends and payroll.

**Before you begin** have your bank account and routing number, UO ID number, Personal Access Code (PAC), Duck ID username and password handy.

**Step 1** DuckWeb.uoregon.edu login

# DuckWeb Information System

## Welcome to DuckWeb!



DuckWeb is unavailable Friday evenings from 7pm to 9pm for routine maintenance.

**To Login:** Enter your UO ID number (begins with 95, no dashes) and your Personal Access Code (PAC) and click the Login button.

**First-time Users:** Use the UO ID and initial PAC provided to you by the University of Oregon. Once you expire, you will be prompted to set a new PAC and activate a security question. Click on the HELP link.

**Previously accessed DuckWeb, but don't remember your UO ID?**

- Students: please use our [ID/PAC Reset form](#)
- Employees should contact the Office of Human Resources: 541-346-3159. Please do not call a student.

**Forgot your Personal Access Code (PAC)?** Don't guess! Enter your UO ID number (begins with 95) and click the Forgot PAC? link. Follow the steps on the next page. If you forgot the answer to your security question (or if you n

UO ID:

PAC:

**Step 2** Select Student Menu

# DuckWeb Information System

[Personal Information](#) [Admissions Menu](#) [Student Menu](#) [Employee Information](#) [Finance](#) [Financial Aid Menu](#) [Proxy Access](#)

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## Admissions Menu

Admission Application Status, Orientation & Advising Programs, Financial Aid, Housing Application



## Employee Information



## Finance Menu



## Student Menu



## Personal Information

Click here to participate in the new UO Alert! text notifi



## Course Surveys

**Note:** If you are a university employee you will also find Direct Deposit under Pay Information on the Employee menu.

### Step 3 Select Direct Deposit

# DuckWeb Information System

[Personal Information](#) [Admissions Menu](#) **[Student Menu](#)** [Employee Information](#) [Finance](#) [Financial Aid Menu](#) [Proxy Access](#)

[NAME:off](#) [RETURN TO MENU](#)



## Student Menu

**Student Notes and Resources:** (All links will open in a new browser window.)

- [Advising Syllabus and First-Year Student Advising Preparatory Worksheet](#) (complete this before you meet with your academic advisor).
- Click [here](#) to find an advisor on campus.
- Please review and update your local address and phone information; click on Personal Information, then Update Addresses and Phones.
- **Register to Vote!** Visit [Oregon Votes](#) for more information.
- **Seniors:** You can apply for your undergraduate degree a year in advance. Winter 2022 (deadline January 20, 2022), Spring 2022 (deadline April 2022), Summer 2022 (deadline July 18, 2022), or Fall 2022 (deadline October 23, 2022). **Apply now!** Click on "[Apply for Undergraduate Degree](#)".
- [Academic Calendars](#) (registration priority, academic deadlines, final exams, etc.).

### Records & Registration

[Print Enrollment Verification](#)

[View Holds](#)

[View Transfer Evaluation Report](#)

[Registration Menu](#)

[Student Class Schedule](#)

[Degree Guide - Interactive](#)

[Update your degree guide and run what-if guides](#)

[View Degree Guide - PDF](#)

[Apply for Undergraduate Degree](#)

[Apply for Law Degree](#)

[View Degree Application Status](#)

### Financial Aid

[Financial Aid Information Menu](#)

### Business Affairs/Student Billing

[QuikPay® Student Billing Account](#)

[View Account History](#)

[Direct Deposit](#)

[Stipends and Reimbursements](#)

[Tax Notification - 1098-T](#)

[Billing Account Terms and Conditions](#)

[\(Revolving Charge Agreement\)](#)

[Title IV Authorization](#)

[Authorize financial aid to pay other charges on the university bill](#)

#### Step 4 Duck ID Login



Please log in with your Duck ID to access the requested service.

*To protect your privacy, always log out and quit your web browser when finished.*

|                                       |                                           |
|---------------------------------------|-------------------------------------------|
| <input type="text" value="Username"/> | <input type="password" value="Password"/> |
| <input type="button" value="Login"/>  |                                           |

#### Step 5 Click to "Add New" for Employee Reimbursement and Student Refunds

UNIVERSITY OF OREGON

Donald

Direct Deposit Allocation

Pay Distribution as of 03/31/2022

Payroll Direct Deposit

⊖ Delete

⊕ Add New

You have not added any payroll allocations yet. Tap "Add New" to add an allocation.

Employee Reimbursement and Student Account Refunds

⊖ Delete

⊕ Add New

You have not added an Accounts Payable allocation yet. Tap "Add New" to add an allocation.

**Step 6** Enter bank routing and account number (twice), select Account Type, check box to authorize and click save.

Add Accounts Payable Deposit

Bank Routing Number

Bank Routing Number

Account Number

Account Number

Verify Account Number

Verify Account Number

Bank Name

Account Type

Select a Type

☐

By checking this box, I authorize the University of Oregon to initiate direct deposit to my bank account, to request the return of any funds to which I am not entitled, and verify that funds deposited will not ultimately be transferred to another bank outside the U.S.

CANCEL

SAVE NEW DEPOSIT

## Done !

**Your student refunds, stipends and any employee reimbursements will be direct deposited.**

**Continue only if you are a university employee and wish to direct deposit your monthly payroll.**

**Step 7** click “Add New” for Payroll Direct Deposit

 UNIVERSITY OF  
OREGON

 Donald

Direct Deposit Allocation

Pay Distribution as of 03/31/2022

Payroll Direct Deposit

 Delete

 Add New

 You have not added any payroll allocations yet. Tap "Add New" to add an allocation.

 Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Employee Reimbursement and Student Account Refunds

 Delete

 Add New

☐ Oregon Community Credit Union (ULaneO) Eugene OR

 EDIT

Routing:   xxxxx1234                      Account:   xxxxx5678                      Account Type: Checking

Active

**Step 8** To use the same bank account for payroll select “Create from existing account information”. Otherwise select “Create new” to use a different account.

Add Payroll Allocation

Choose an option:

☐ Create from existing account information

☒ Create new

CANCEL

SAVE NEW DEPOSIT

**Step 9** Enter Routing and Account (twice), select Account Type, select Amount option, check box to authorize, and click save.

Add Payroll Allocation

×

Choose an option:

☐ Create from existing account information

☒ Create new

Bank Routing Number ⓘ

Bank Routing Number

Account Number ⓘ

Account Number

Verify Account Number

Verify Account Number

Bank Name

Account Type

Select a Type ▼

Priority

1 ▼

Amount

☒ Use Remaining Amount

☐ Use Specific Amount

☐ Use Percentage

☐

By checking this box, I authorize the University of Oregon to initiate direct deposit to my bank account, to request the return of any funds to which I am not entitled, and verify that funds deposited will not ultimately be transferred to another bank outside the U.S.

CANCEL

SAVE NEW DEPOSIT

**Notes:**

1. Select "Use Remaining Amount" to deposit your entire monthly pay into one account.
2. Alternatively, you can deposit specific amounts or percentages of monthly pay to different bank accounts. Each account is assigned a priority number. The last priority account MUST be set to "Use Remaining Amount", otherwise you will receive a paper check for the remaining amount.