1. Navigate to home.nyu.edu

2. Enter your net ID and password and click LOGIN

3. Click the Academics tab

4. Click GO under Albert

5. Click Sign in to Albert

6. Under the STUDENT tab, click Finances and then View Bursar Account
7. Click the Refunds tab on top or Electronic Refunds tab on the right

8. Click Set up Account

9. Input the Name on Account, Account Type, Routing number and Bank Account number

10. Click the I Agree box and Continue