

# Self-Registration – Student Instructions

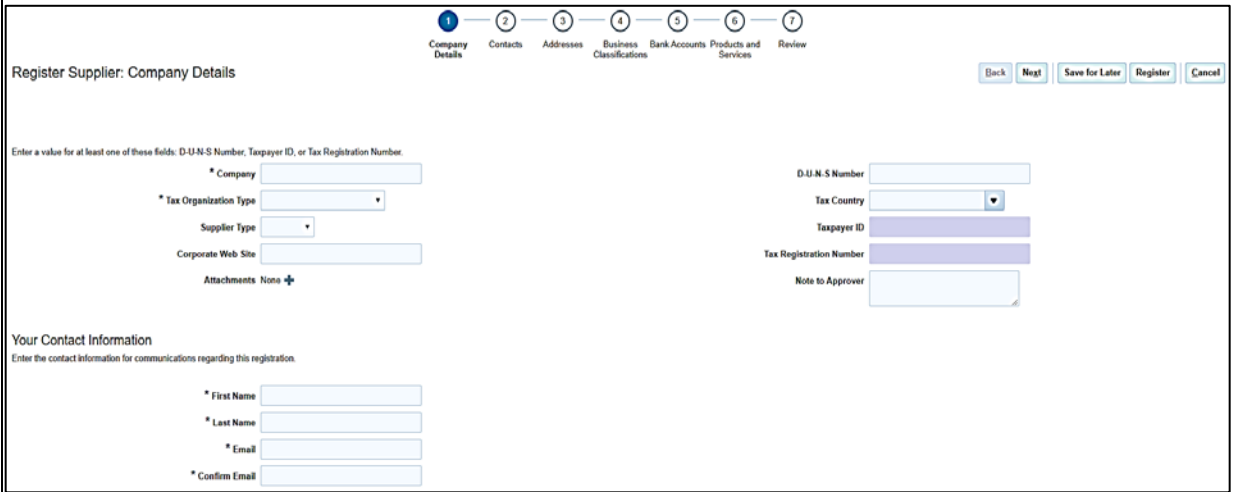
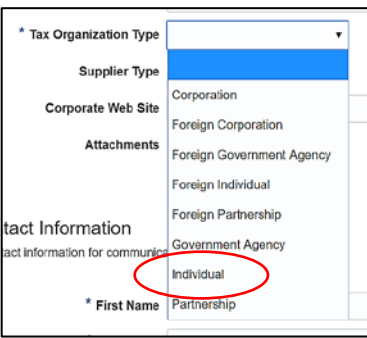
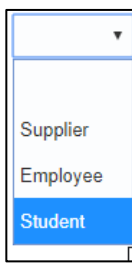
## Student Self-Registration:

Students may need to register as a “supplier” in order to be reimbursed, or if awarded monetarily by their college.

**Audience:** Students

## For Registration Assistance:

- ap@gmhec.org
- 802-443-2321

Process Step & Description	Action
<p><b>Link</b></p>	<p>Your college will provide you with a link to self-register. Please click on the <b>link</b> to register.</p> <p>Navigation Path:            &gt; Email → <b>Link</b></p>
<p><b>Register Student: Company Details</b></p>	<p>Navigation Path:            &gt; Register Supplier → Company Details</p> <div data-bbox="297 709 1523 1197">  </div> <p><b>Company:</b></p> <ul style="list-style-type: none"> <li>• Enter your <b>LAST NAME</b>, First Name</li> </ul> <div data-bbox="402 1291 885 1354"> <p>* Company <input type="text" value="Parker, Peter"/></p> </div> <p><b>Tax Organization Type:</b></p> <ul style="list-style-type: none"> <li>• Choose “Individual” for domestic, “Foreign Individual for international</li> </ul> <div data-bbox="414 1480 779 1816">  </div> <p><b>Supplier Type choose:</b></p> <ul style="list-style-type: none"> <li>• Choose “Student”</li> </ul> <div data-bbox="990 1480 1120 1743">  </div> <div data-bbox="1209 1249 1485 1396" style="border: 1px solid green; border-radius: 15px; padding: 5px; background-color: #e0f0e0;"> <p><b>Quick Tip!</b> Please enable your pop-ups when self-registering.</p> </div> <p>Please <b>SKIP</b> the fields: Corporate Website, Attachments, D-U-N-S Number</p>

**Tax Country:**

- This is the country of your tax residency. You may search for your country by typing it in. The system will predict your answer and give you a dropdown list of results to choose from.

**Taxpayer ID** – Enter your Social Security number. If you do not have a Social Security number, please enter your Student ID number as shown below.

**Option 1:** Social Security Number – no dashes (ex. 000000000)

**Option 2:** Your Student ID with your schools initials preceding any leading zeros

- Champlain College = CC (ex. CC0005787)
- Middlebury College = MD (ex. MD000124545)
- Saint Michael's College = SM (ex. SM00578454)

**Quick Tip!** Using your school email may prohibit future use as a student worker/employee

Your Contact Information enter:

- First Name
- Last Name
- Personal Email (Please do **not** use ending in @champlain.edu, @middlebury.edu, or @mail.smcvt.edu)
- Confirm Email

Click **"Next"**

**Navigation Path:**

> Register Supplier → Contacts

Click **Edit** to edit contact information

Confirm and/or complete the following fields in the *upper half* of the pop-up:

- First Name
- Last Name
- Phone
- Email

Skip the bottom half of the pop-up entitled "Roles". Do not edit this section.

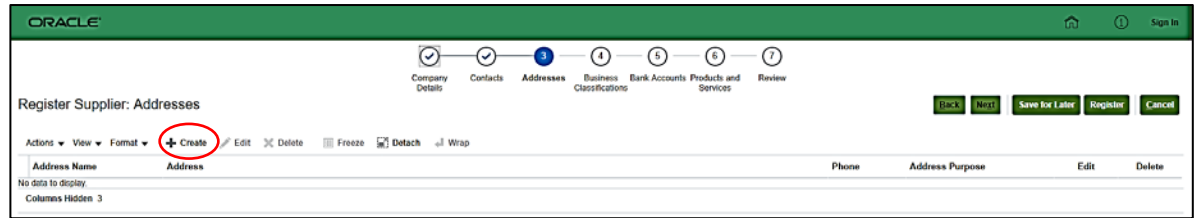
Click "OK" after completing the contact information.

**Register Student: Contacts**

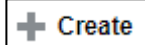
Navigation Path:

➤ Register Supplier → Addresses

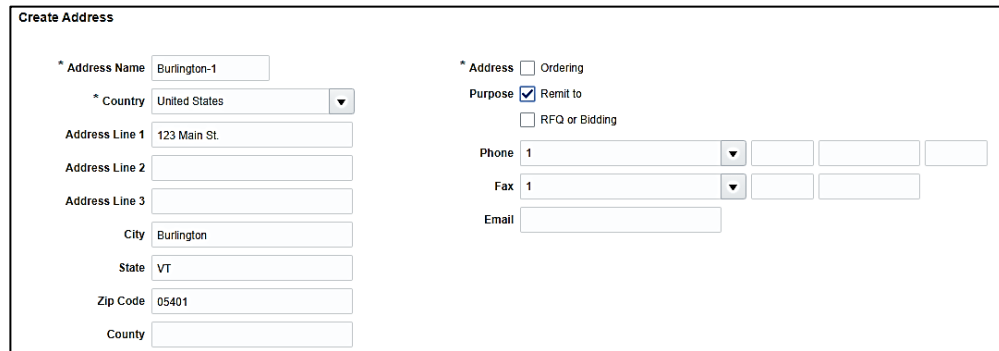
The address listed here will be where you want your check to be mailed to should you not choose direct deposit. Your school mailing address is an acceptable address.



Click “+ Create” to create address information. A pop-up will add address information.



Complete the fields below. You do not need to add phone or email since this was already added under “Contacts”.

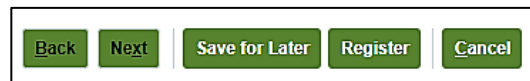


Complete the following fields:

- Address Name
  - Address Name is the city where you are located added with a -1. Example: Burlington-1, New York-1, Chicago-1, etc.
- Country
- Address Line 1
- Address Line 2 (if applicable)
- City
- State
- Postal Code
- Address Purpose – Choose “Remit To”

Click “OK” when address information is complete.

Click “Next”



**Register Student: Address**

Navigation Path:

➤ Register Supplier → Business Classifications



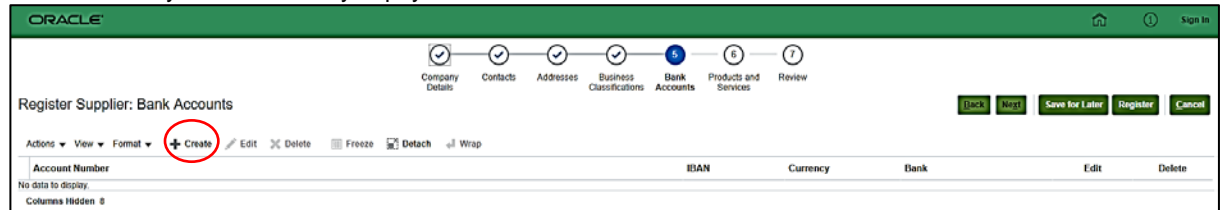
Click “Next”

**Register Student: Business Classifications**

Navigation Path:

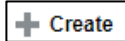
> Register Supplier → Bank Accounts

Complete this section to provide your ACH (direct deposit) information. Choosing not to add your ACH information may result in a delay in payment.

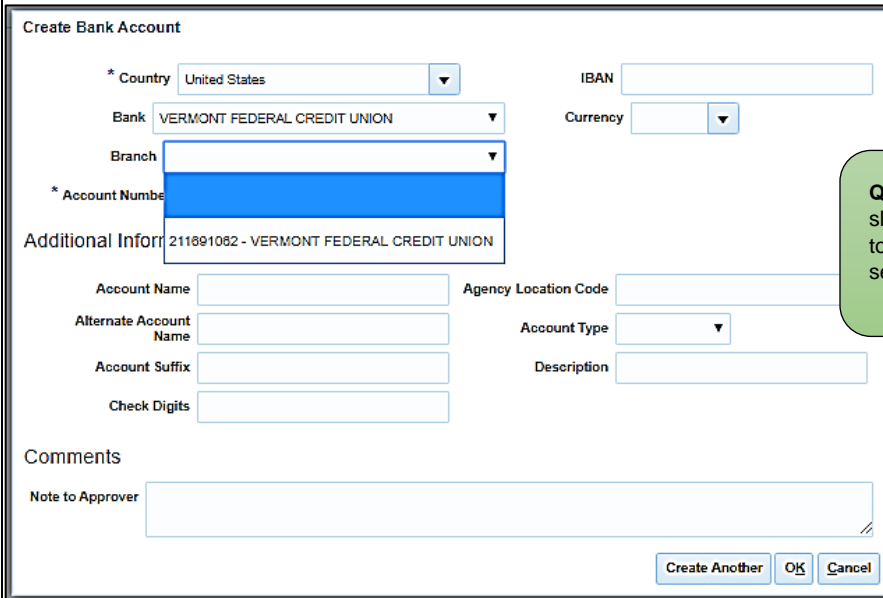


The screenshot shows the Oracle Supplier Registration interface. At the top, there is a progress bar with steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts (highlighted), Products and Services, and Review. Below the progress bar, the page title is "Register Supplier: Bank Accounts". There are buttons for "Check", "Merge", "Save for Later", "Register", and "Cancel". A toolbar contains "Actions", "View", "Format", "+ Create" (circled in red), "Edit", "Delete", "Freeze", "Detach", and "Wrap". Below the toolbar is a table with columns: Account Number, IBAN, Currency, Bank, Edit, and Delete. The table is currently empty with the message "No data to display." and "Columns Hidden: 0".

Click "+ Create"



Another pop-up will appear. Begin typing in your Bank's name. It will automatically populate with the bank name you are looking for.



The screenshot shows the "Create Bank Account" pop-up form. Fields include: Country (United States), IBAN, Bank (VERMONT FEDERAL CREDIT UNION), Currency, Branch, Account Number (highlighted in blue), Additional Information (211891082 - VERMONT FEDERAL CREDIT UNION), Account Name, Agency Location Code, Alternate Account Name, Account Type, Account Suffix, Description, Check Digits, and Comments (Note to Approver). Buttons at the bottom are "Create Another", "OK", and "Cancel".

**Quick Tip!** If you type too slowly or pause, you may have to hit cancel to restart the bank search.

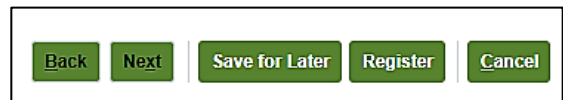
**Register Student: Bank Accounts**


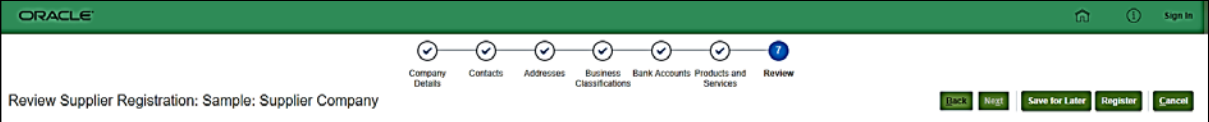
Complete the following information:

- **Country** – *United States only* (International banks not accepted at this time)
- **Bank** – search for your bank name by typing
- **Branch** – choose the correct routing number for your Branch
- **Account Number**
- **Currency** – *USD only*
- **Account Type**: Choose whichever type is relevant (checking, savings, money market, etc.)  
If you do not know what type of account you have, choose checking

Click "OK" when complete.

Click "Next" when finished entering bank account information:



<p><b>Register Student: Products and Services</b></p>	<p>Navigation Path:          &gt; Register Supplier → Products and Services</p> 
<p><b>Register Supplier: Review</b></p>	<p>Navigation Path:          &gt; Register Supplier → Review</p>  <p>Review the information in this page:</p> <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Contact Information</li> <li>○ Address(es)</li> <li>○ Business Classifications (not required – please skip)</li> <li>○ Bank Account(s)</li> <li>○ Products and Services (not required – please skip)</li> </ul> <p>Click <b>“Register”</b></p> <p>A pop-up will appear confirming your registration:</p> <p>You will receive an email confirming your registration.</p> <div data-bbox="587 970 1523 1180" style="border: 1px solid gray; padding: 5px;"> <p><b>Confirmation</b> <span style="float: right;">✕</span></p> <p>Your registration request was submitted. You will receive an e-mail after your registration request is reviewed.</p> <p style="text-align: right;"><span style="border: 1px dashed gray; padding: 2px 5px;">OK</span></p> </div>