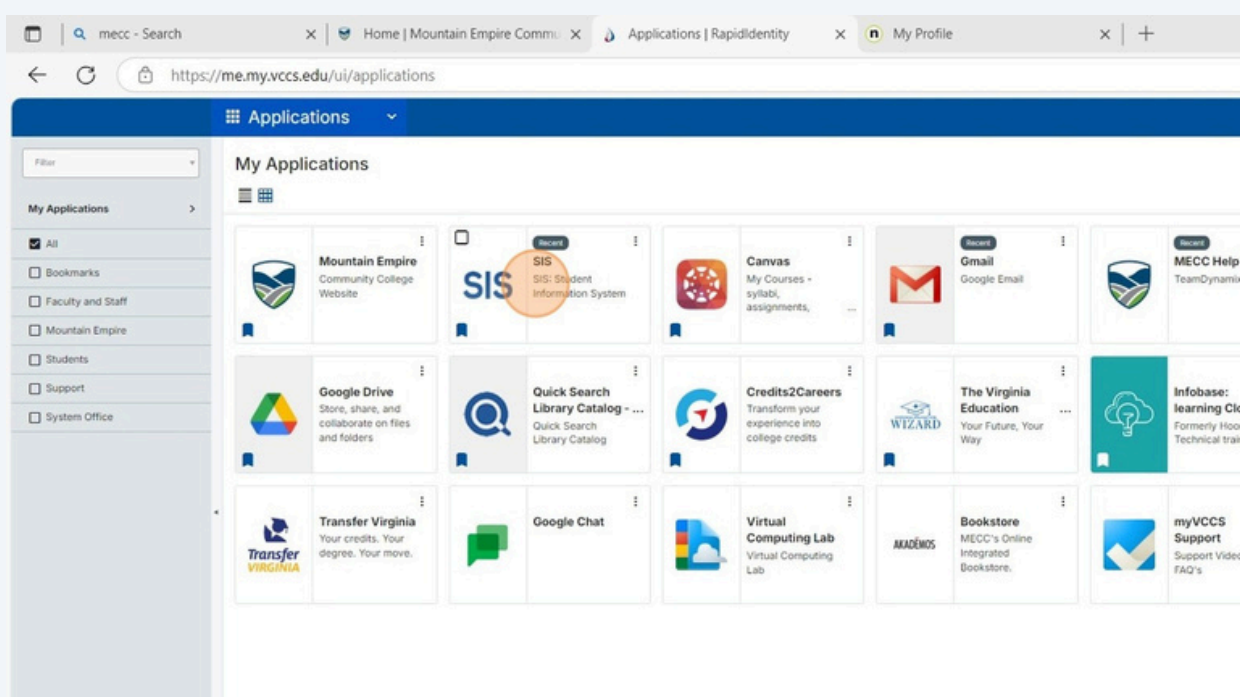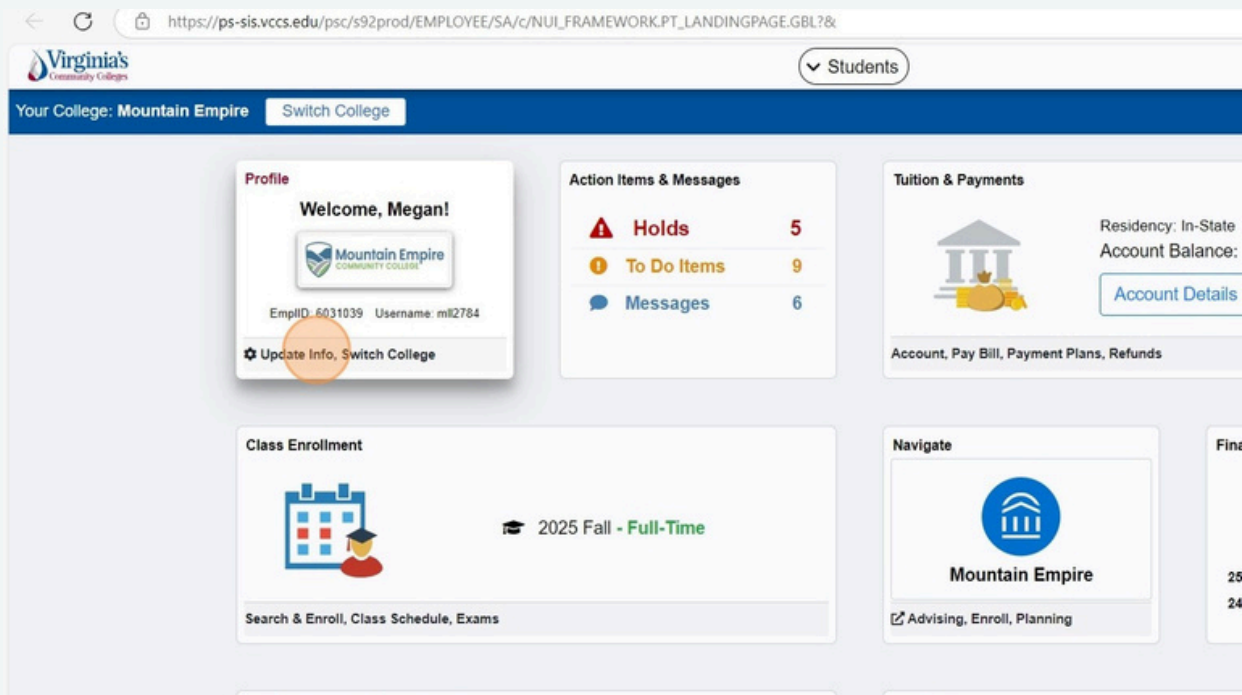# Student step-by-step instructions to manage refund in SIS

This step-by-step guide is designed to help students manage and update their refund method with ease.
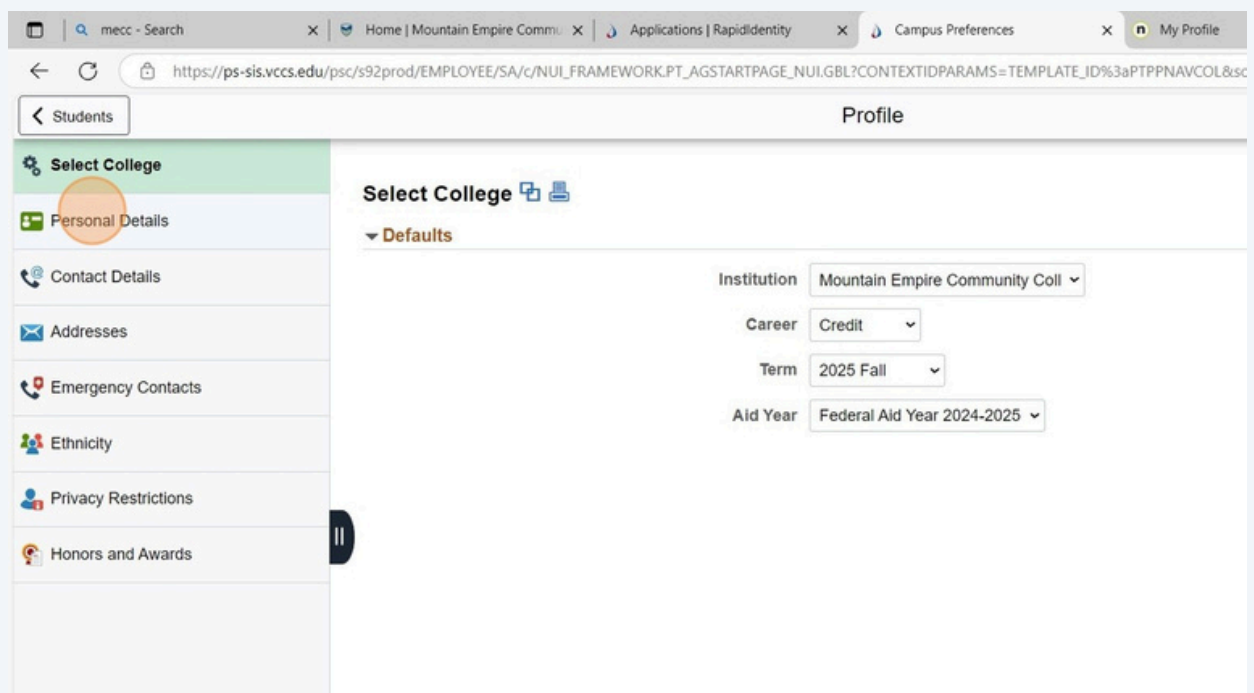
1 Log into your MyMECC dashboard and select SIS.

2   Click "Update Info, Switch College" in the profile box.

3   On the Select College page, be sure to update the institution, career, term, and aid year so they show the current information. Once information if updated click the "Students" button in the top left hand corner. This will take you back to the previous page.

4   Click "Account Details"

5   Click "Manage Refunds"

6 Click "Manage Refunds"

7 Click "Edit Refund Method"
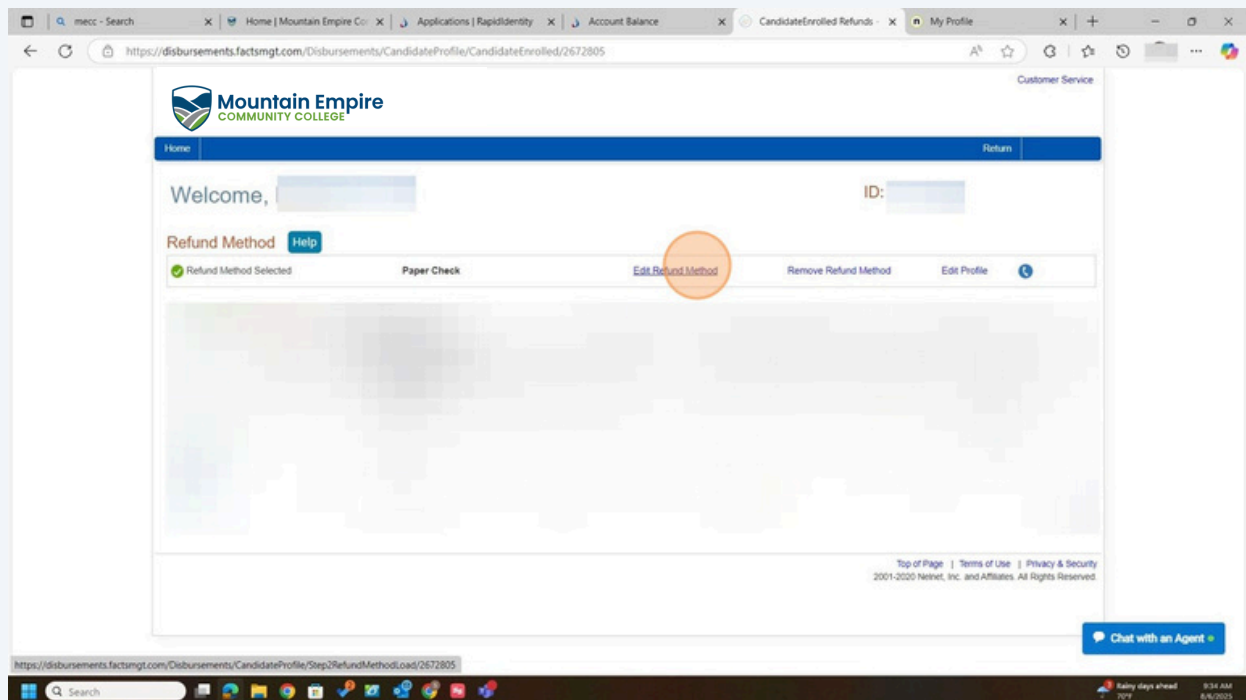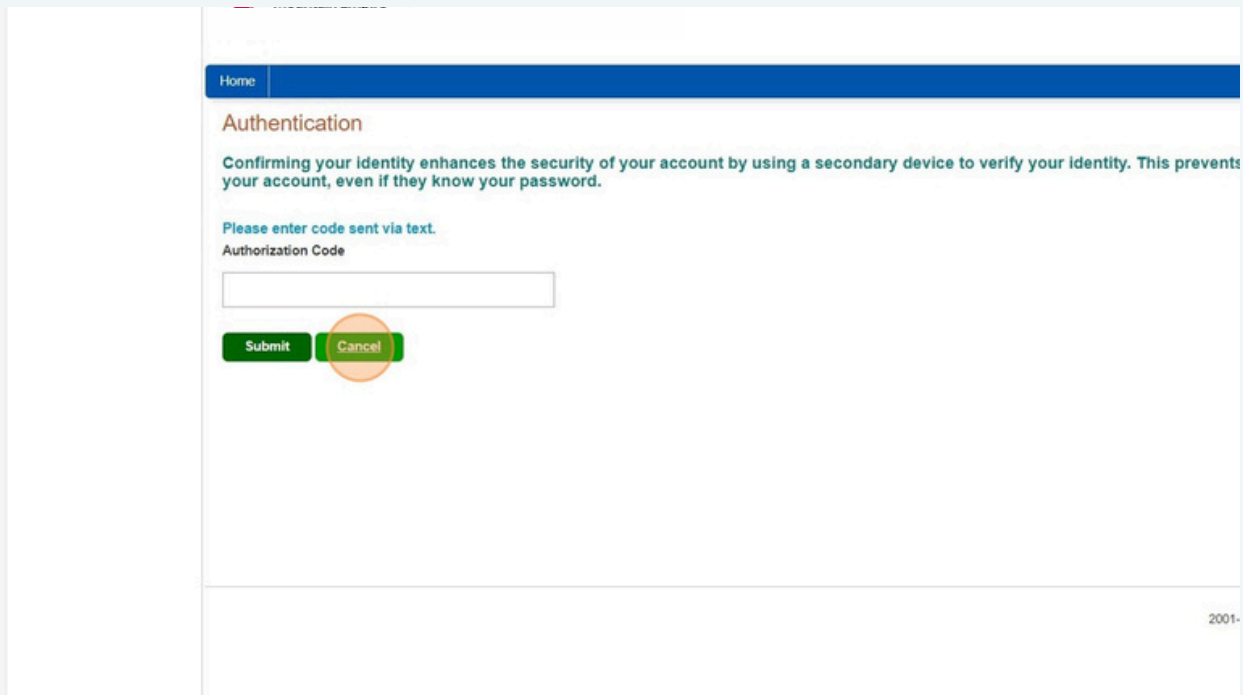
8 After making your changes, you'll need to enter the authorization code that was sent to you.

Home

Authentication

Confirming your identity enhances the security of your account by using a secondary device to verify your identity. This prevents your account, even if they know your password.

Please enter code sent via text.
Authorization Code

Submit   **Cancel**

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