My Butler Financial Aid Basics – Review/Accept/Decline Financial Aid
My Butler is a Butler University web portal providing easy, direct access to university services and information, including financial aid services. Students access My Butler by launching a web browser (e.g. Internet Explorer, Safari, etc) and opening the URL: http://my.butler.edu/ These “My Butler Financial Aid” tutorials discuss parts of the Finances section inside the Student Center of my.butler. One can access the Student Center by clicking on the “Self Service” link within the Enterprise Menu located at the top left side.

Review/Accept/Decline Financial Aid
Within the “Finances” section of the Student Center within my.butler is the “Accept/Decline Financial Aid” link. This link lists your financial aid awards. You must accept or decline any awards you have received.

1. Click the “Accept/Decline Financial Aid” link. This takes you to the “Select Aid Year to View” page.
2. Click the year you wish to view. This takes you to the Award Package list.
3. Accept or decline each award by checking the appropriate box. You may also click the “Accept All” or “Decline All” buttons.
   a. Click the “Clear All” button to erase all your selections.
4. After accepting a loan award, the amount of money offered will appear underneath the “Accepted” category. To accept less than the amount offered, enter the desired amount in the accepted box.
   a. To help you make decisions on desired amounts, you may view an estimated cost of attendance by clicking the link at the bottom left.
5. After accepting a Stafford Loan award, the “Select Stafford Lender” button appears at the bottom of your award list.
   a. Click the “Select Stafford Lender” button.
   b. Read the instructions on the page for detailed information.
c. Check the “Click to confirm” check box to use the lender you have used in the past or Butler’s default preferred lender.

i. If you wish to use another lender, click the magnifying glass icon.

ii. Click the “Lookup” button. A list of lenders appears at the bottom of the page.

iii. Click on the name of the appropriate lender. The information appears in the “Stafford Lender” box.

iv. Check the “Click to confirm” check box to use your selection as your lender.

6. Once you have made the appropriate selections and, if applicable, selected a Stafford Lender, read the Financial Aid Terms and Conditions by clicking on the link at the bottom of the page.

7. Click the checkbox to accept the financial aid terms and conditions. After clicking the checkbox, the submit button will become active.

8. Click the submit button.