

My Butler Financial Aid Basics – Getting Started with the Student Center

This tutorial covers basic information pertaining to My Butler, including:

- A brief explanation of My Butler
- Usernames and passwords
- Getting to My Butler
- Logging in
- A description of the basic layout once you are logged in
- A description of the financial aid services and tools available

My Butler Financial Aid Basics – Getting Started with the Student Center

What is My Butler?

My Butler is a Butler University web portal providing easy, direct access to university services and information. My Butler makes common university processes possible — such as financial aid services, course registration, student grades, student antivirus software, and advisement — allowing students, staff and faculty to work more efficiently.

Username and Passwords

You need to have a username and password in order to access My Butler. You should have already received your username and password. If you have a question about your username and password, please call the Butler Computer Help Desk at (317) 940-4357.

Information Resources recommends that each student change their password as soon as possible. To change your password online, go to:

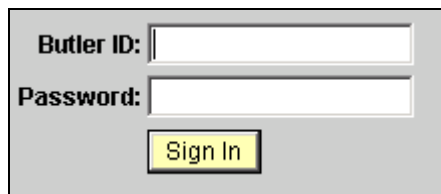
<http://password.butler.edu>

Getting to My Butler

Students access My Butler by launching a web browser (e.g. Internet Explorer, Safari, etc) and opening the URL: <http://my.butler.edu/>

Logging In

1. Enter your Butler username and password in the labeled fields on the login screen.
2. Click the “Sign In” button.



The screenshot shows a login form with two input fields. The first field is labeled "Butler ID:" and the second is labeled "Password:". Below the fields is a yellow button with the text "Sign In".

Entering the Self Service Menu

When first logging in to My Butler, there are several menus to work with. These “My Butler Financial Aid” tutorials contain information pertaining to the “Self Service” link within the Enterprise Menu located at the top left side.



1. Click the “Self Service” link. The Self Service main menu will appear at the right.

My Butler Financial Aid Basics – Getting Started with the Student Center



2. Click the “Student Center” link.
3. This takes you to a page containing personal information. The second section down is the Finances section with a list of pertinent links underneath the Financial Aid heading:
 - a. **View Previous Years’ Financial Aid** – This link contains lists of any financial aid offered and accepted from previous years while at Butler University. The lists are categorized by academic year.
 - b. **Review/Accept/Decline Financial Aid** – This link contains a list of financial aid awards that you must accept or decline.
 - c. **View Financial Aid Terms and Conditions** – By accepting an offer of financial aid from Butler University, the Applicant acknowledges and agrees to the terms, conditions and notices listed within this page.
 - d. **View/Update Outside Scholarships** – You are required by federal law to report outside scholarships you will be receiving while attending Butler University. Use the form within this link to report any scholarships that are not already reflected in your financial aid Award Package.
4. Other Sections to Notice:
 - a. **Hold**s – This section lists any holds on your account. It is important to be familiar with any holds, as they may have an impact on whether you can receive financial aid, drop/add classes and other important services. Click the details section for more information on the holds listed in this section.
 - b. **To Do List** – This section contains a list of items you must complete in order to obtain financial aid. Click the details section for more information on the “To do’s” listed in this section.