

My Butler Financial Aid Basics – To Do List

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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.

To Do List

The To Do List is located on a panel at the right within the Student Center of my.butler. This panel contains a list of tasks that each student must carry out in order to successfully proceed with financial aid. Follow the steps below to read more information on any To Do’s listed in this panel.

1. Click on the “Details” link on the bottom right corner to view the due-date and function of the item.



2. Click on the To Do item for a description of the item.

Item List			
To Do Item	Due Date	Institution	Administrative Function
Student Birth Certificate	11/02/2006	Butler University	Financial Aid