My Butler Financial Aid Basics – View/Update Outside Scholarships
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.

View/Update Outside Scholarships

You are required by federal law to report outside scholarships you will be receiving while at Butler University. Use the “View/Update Outside Scholarships” link within the “Finances” section of the Student Center within my.butler to report any scholarships that are not already reflected in your financial aid award package.

1. Click the “View/Update Outside Scholarships” link.
2. Click the year you wish to view. This takes you to the “Outside Scholarships” page.
3. Read the information at the top of the page.
4. Enter the scholarship information in the form.

5. Click the “plus” button at the top right corner of the form to enter information for additional scholarships.
6. Click the arrows, “First,” or “Last” links to view each scholarship you have entered information.
7. Click the “Save” button at the bottom of the page after completing the form.

Note: Outside scholarships reported will be incorporated into your financial aid package and viewable on my.butler.edu under Accept/Decline Financial Aid within one week. You will be notified to review your awards if your reported outside scholarship(s) changes your financial aid eligibility.