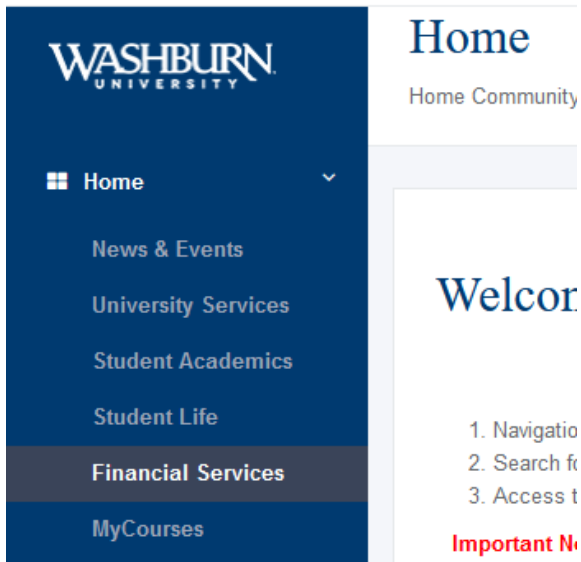
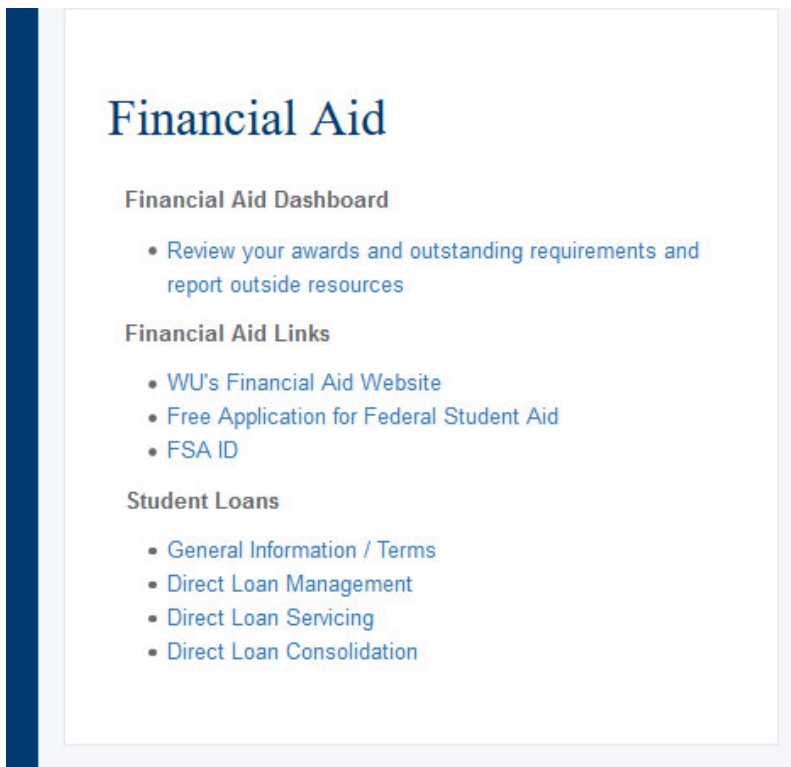


# How to Report Outside Scholarships via MyWashburn

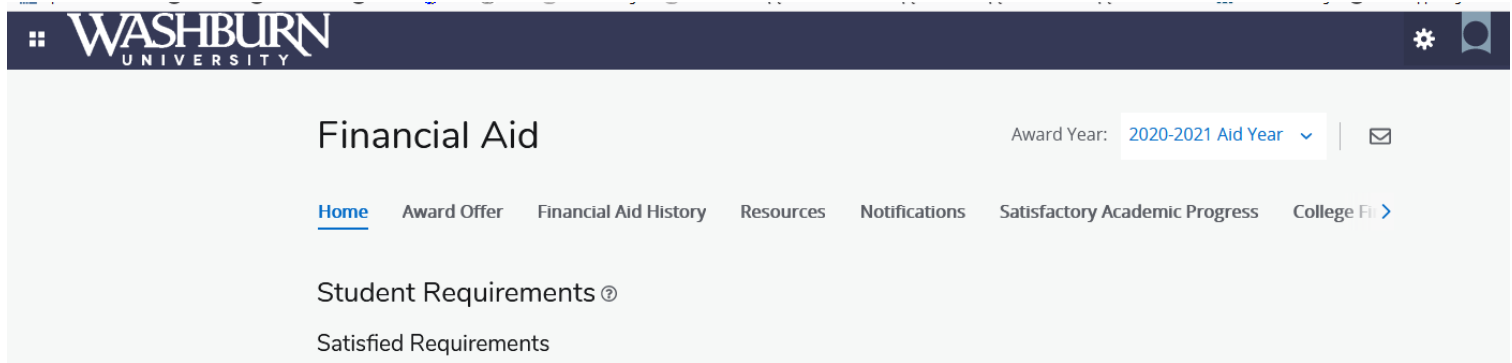
**Step 1: Log on to your MyWashburn account and click on the Financial Services Tab on the left hand side.**



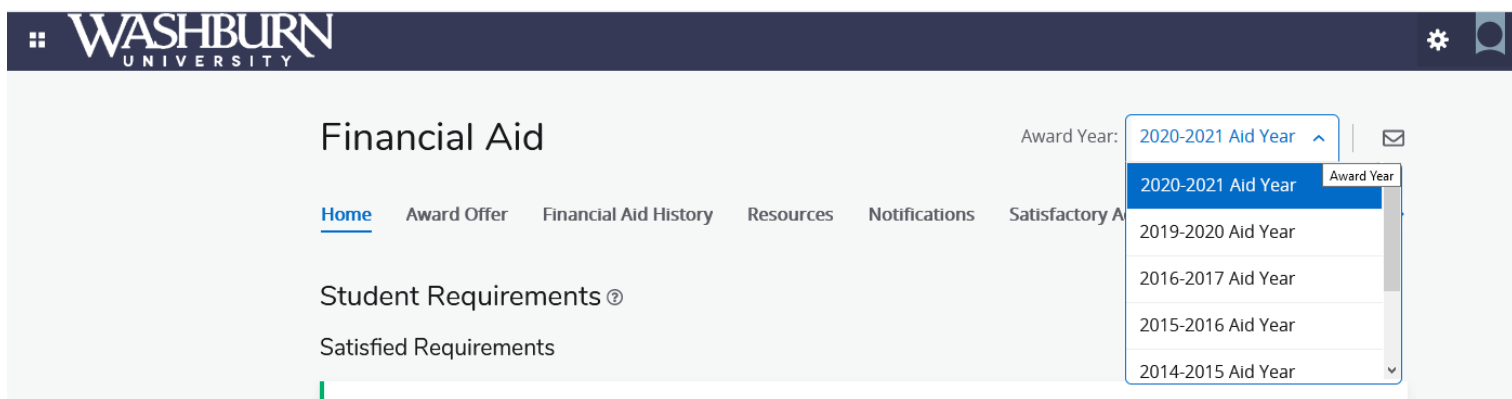
**Step 2: Scroll down to the Financial Aid Section – Financial Aid Dashboard section. Click on the Review your awards and outstanding requirements and report outside resources link.**



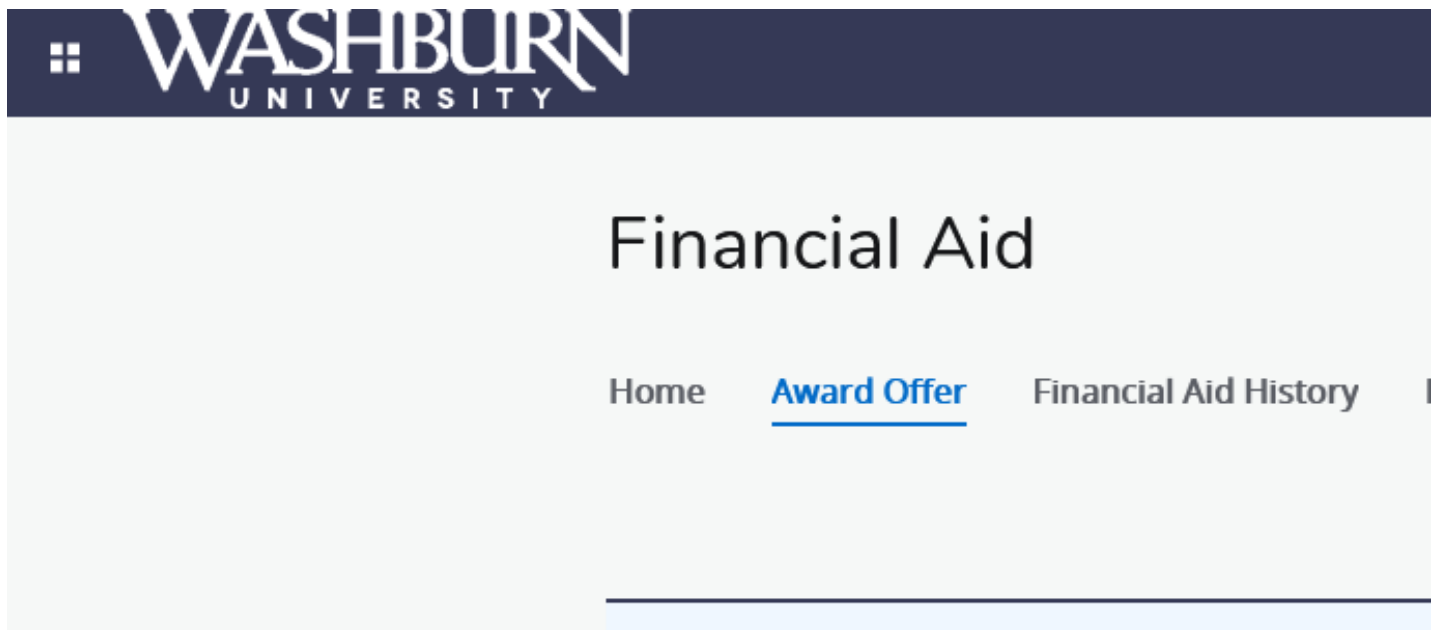
Step 3: You will be routed to the Financial Aid Dashboard. It will look similar to this:



Step 4: Change the award year accordingly to the aid year you are reporting your outside scholarships.



Step 5: Click on the Award Offer Tab.



**Step 6: At the bottom of the page under Additional Payment Options there will be a field: Other Resources. Click on the Add/View Resource button:**

WASHBURN UNIVERSITY

Home [Award Offer](#) Financial Aid History Resources Notifications Satisfactory Academic Progress College Fit >

View your Award Payment Schedule

**i** No award information is available for this aid year.

Expected Enrollment Status ⓘ

Unknown

Submit

Additional Payment Options

Other Resources ⓘ [Add/View Resource](#)

**Step 7: A new screen will appear for Outside Resources. Here you can enter in the following information:**

- Description: List the name of the Outside Scholarship you are receiving for the aid year.
- DO NOT LIST:
  - Work Study, Voc Rehab, Credit Cards, Federal loans.
- Term: Select which term the scholarship is for. If the Outside Scholarship is to be split evenly between Fall and Spring, select Fall and put Fall/Spring in the Comments.
  - Please note that if the donor does not specify how the scholarship is to be applied, our default application is Fall/Spring and at full time enrollment status.
- Amount: Put the total amount of the outside scholarship.
- Comments: Put any relevant comments or if the Scholarship is Fall/Spring.

**Click + Add another resource to add another entry.**

**Click Submit when you are done.**

**Important Information:**

- Please review the following document for important information concerning outside scholarships for students and scholarship donors:
- Outside Scholarships factor into a student's cost of attendance and need and may result in adjustments to their financial aid awards.

If you have a letter for the Outside Scholarship please submit a copy of the letter to Emily Shaw, Scholarship Coordinator. You can drop it off at the Student One Stop, email: [financialaid@washburn.edu](mailto:financialaid@washburn.edu) or mail:

Washburn University  
Financial Aid - Attn: Emily Shaw  
1700 SW College Ave  
Topeka, KS 66621