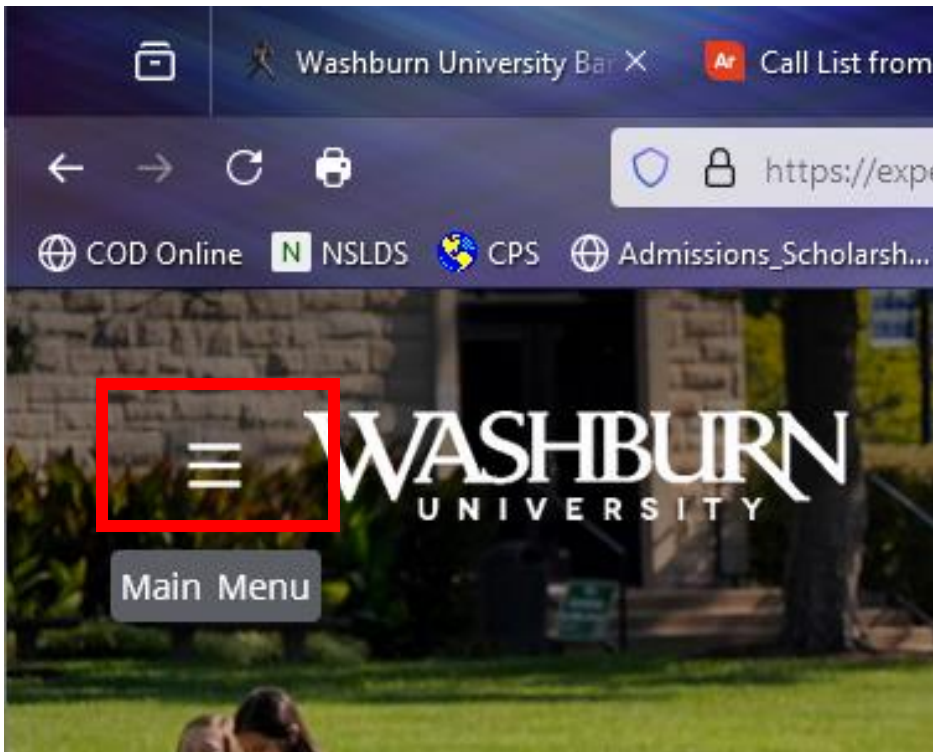
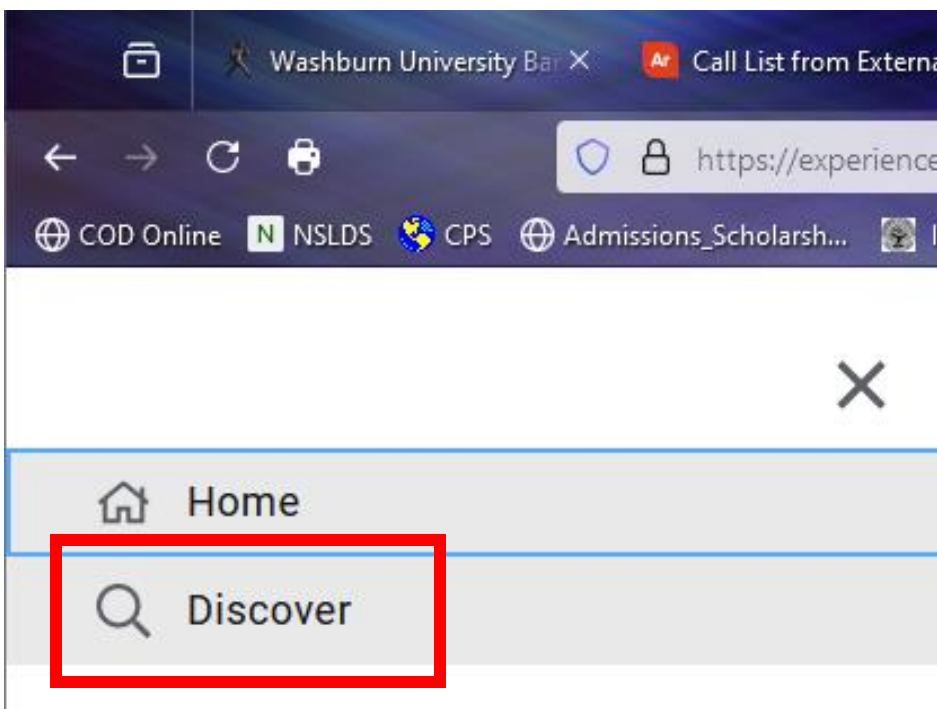


## How to Report Outside Scholarships via MyWashburn

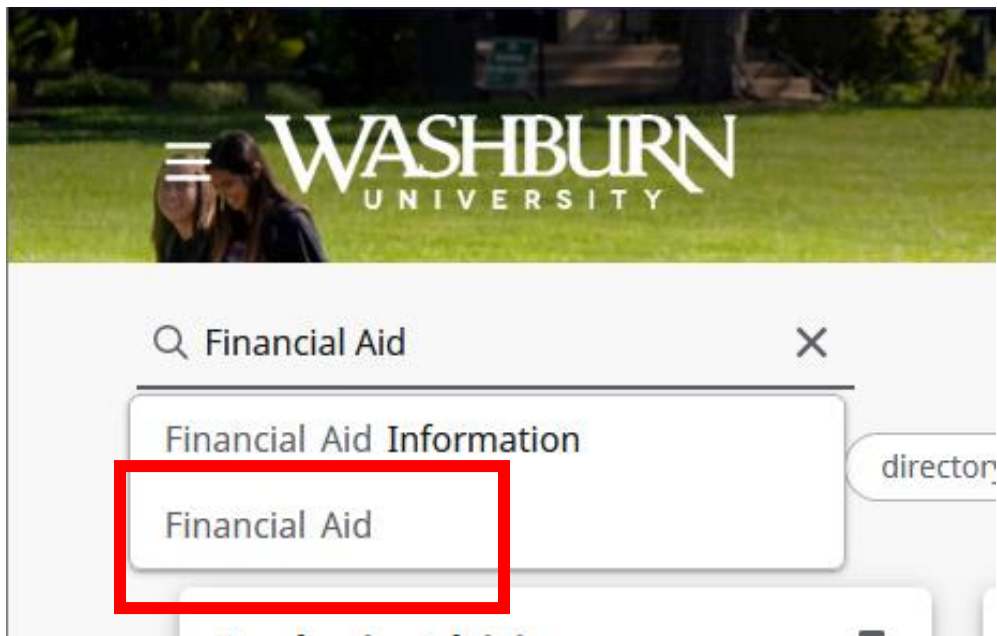
1. Log on to your MyWashburn account and navigate to the Hamburger icon on the left hand side.



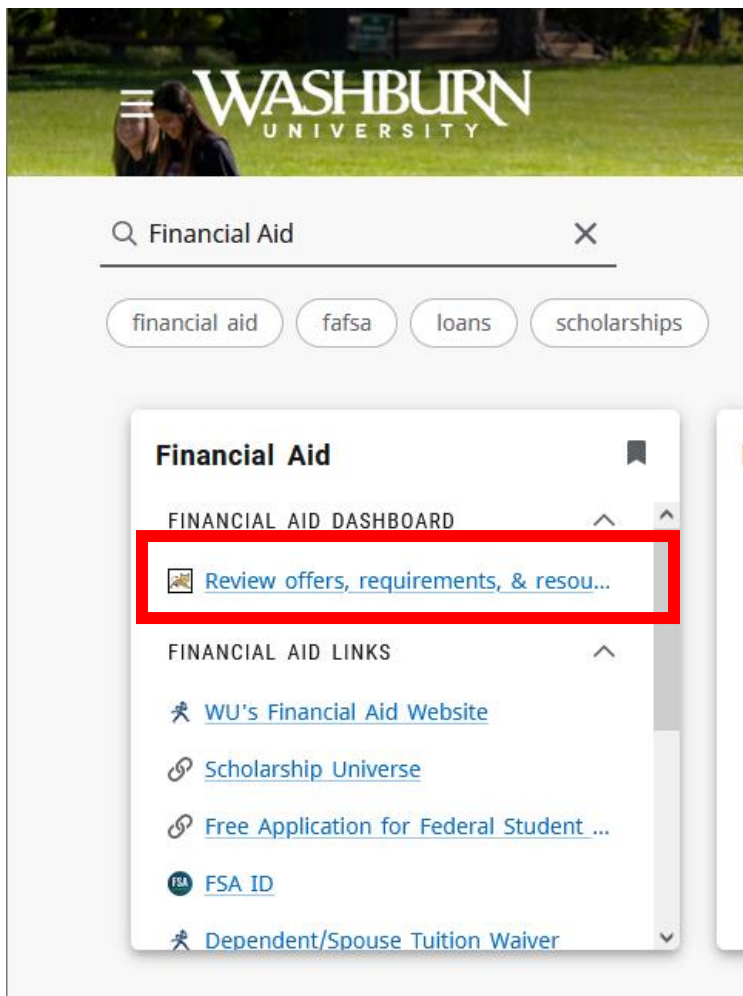
2. Click on the Discover Icon



3. In the search bar, type in Financial Aid, and Enter



4. On the Financial Aid Tile, Click on the Review offers, requirements and resources link



5. You will be routed to the Financial Aid Dashboard.

6. Change the award year accordingly to the aid year you are reporting your outside scholarships.

7. Click on the Award Offer Tab.

8. 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](#)

9. 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, put one entry for Fall for half of the scholarship amount, and another entry for Spring for the other half.
  - 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.

**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, Assistant Director of Scholarships. 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: Assistant Director of Scholarships  
1700 SW College Ave  
Topeka, KS 66621