To report outside scholarship(s), log into your Self-Service Banner (SSB) student account and select the “Financial Aid” tab then the “Award” button option. Then select “Award For Aid Year” and using the drop down menu, select the academic year in which you will receive the outside scholarship funding. Select the “Resources/Additional Information” tab as shown below:

Here you can type in the name of each scholarship you anticipate to receive and use the drop down menu to select the correct term (i.e. fall 2014). Once you have entered the outside resources, click the “Submit Information” button and they will appear at the bottom of the page as Unreviewed until the SFS office adds it to the financial aid award.