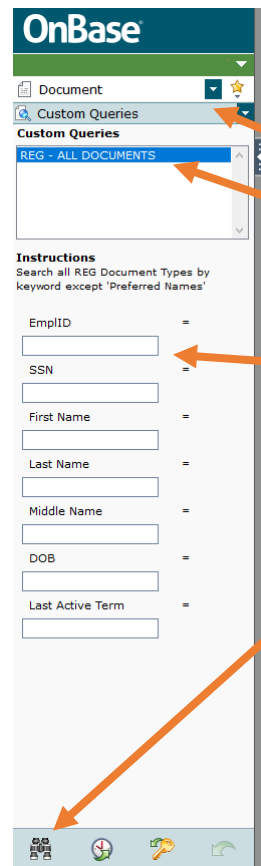


Navigate to **budocs.butler.edu** and enter your Butler user name and password.



Under **Document**, select **Custom Query**, then highlight **REG – ALL DOCUMENTS**.

In the text boxes that appear below, enter an advisee's Butler ID number (**EmplID**) or **First/Last Name**

Click the Search (**binoculars button**).

A list of all available documents for the student appears. Double-click a file name to view the document (PDF file). Advising-related documents housed within OnBase/BU Docs include:

- High school/college transcripts
- Approvals for course variances
- Transfer credit approvals
- Add/drop/withdrawal forms
- Change of major/minor/advisor forms

