



Financial Aid Self Service

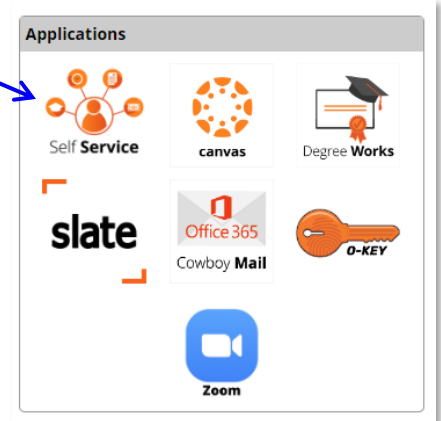
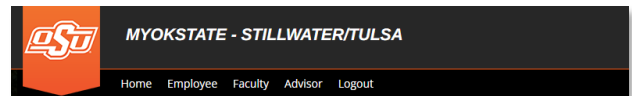
Go to my.okstate.edu and sign in using your OSU O-Key email address and password.

- If you've activated your O-Key but can't remember your password, click on the "Forgot Password?" link.
- If you haven't activated your O-Key yet, please review the information at admissions.okstate.edu/information/freshmen/your-next-steps-freshmen.html.
- If you still can't login with your O-Key, after following the steps above, contact the OSU IT Helpdesk at helpdesk@okstate.edu or call 405-744-4357.
- If you have questions about your awards, contact the Office of Scholarships and Financial Aid at finaid@okstate.edu or call 405-744-6604.



Once you login, you will see the **main portal** page:

- Click on the **"Self Service"** icon.

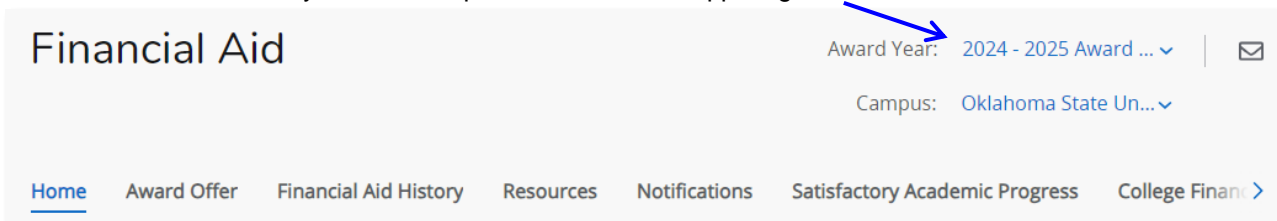


At the Self-Service Main Menu:

- Click on the **"Financial Aid"** tab.
- Click on **"Financial Aid Dashboard"**



You can choose the award year in the drop-down menu in the upper right-hand corner.



- **Title IV Financial Aid Authorization Questions: Found on the “HOME” tab---Responses Required.**
 - Review, select Accept or Decline, Submit
 - If you choose not to answer the question(s), federal regulations require the Bursar to treat the non-answer as if you had declined the option(s).
 - If you later want to change your answer, you won't be able to change it online. You will need to notify the Bursar of your change. 113 Student Union or bursar@okstate.edu

Responses Required ⓘ

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Questions from the Financial Aid Office

Please answer the questions from FAO

VIEW QUESTIONS

- **Upload Required Documents**
 - Follow the instructions to select and upload your document.
 - You will see a confirmation message once the document has been successfully uploaded to the secure server.
 - Please allow 3-5 working days for the status of the document to update.

Student Requirements ⓘ

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Provide Documents Securely

Upload Secure Documents to OSU Financial Aid.

- **Checking Your Status**
 - On the “Home” Tab, you will find a list of your Unsatisfied Requirements under “Student Requirements”.
 - You can click the name of the requirement to link to additional information and/or PDFs of required forms.

Unsatisfied Requirements

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24-25 Dependent Student Tax Non-Filer Form

Last update: 03/26/2024

REQUIRED INFORMATION

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- **Accepting Scholarships and Financial Aid**
 - Go to the “Award Offer” tab.
 - Awards are listed by semester, with the total for the year to the left of the “Take Action” box. To accept or decline award(s): Click on the “Take Action” drop-down box for each award.
 - Select “Accept” or “Decline.”
 - After selecting your decision(s), click the “Submit” button.

Grants and Scholarships to Pay for College ⓘ

| Type | Fall 2024 | Spring 2025 | Amount | Take Action |
|---------------------------|-----------|-------------|------------|--|
| Academic Excellence Schol | \$625.00 | \$625.00 | \$1,250.00 | <div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;"> Select ▼ </div> |

Submit

- **Adding Outside Scholarships (example: tribal, community or other organization - NOT OSU scholarships)**
 - Go to the “Award Offer” tab
 - Toward the bottom of the page, you will find, “Other Resources”, click on “Add/View Resource”
 - Add the outside scholarship along with the term and amount. Click the “Submit” button when finished.
 - Note that the outside scholarships you add may stay under the “Resources Waiting Review” indefinitely.