Financial Aid Self Service

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

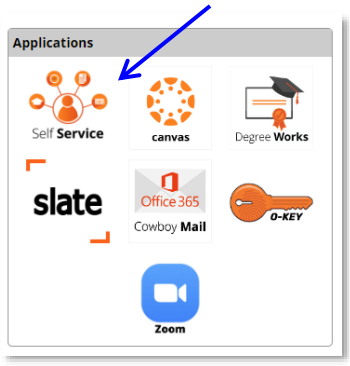
- If you've activated your O-Key but can't remember your password, click on the "Forgot Password?" link.
- If you haven't activated your O-Key yet, please review the information at admissions.okstate.edu/information/freshmen/your-next-steps-freshmen.html.
- If you still **can't log in with your O-Key** 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.



1. Once you log in, you will see the **main portal** page:

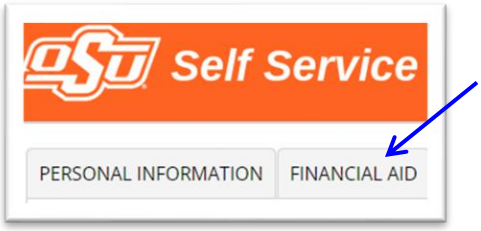


- Click on the **"Self Service"** icon.

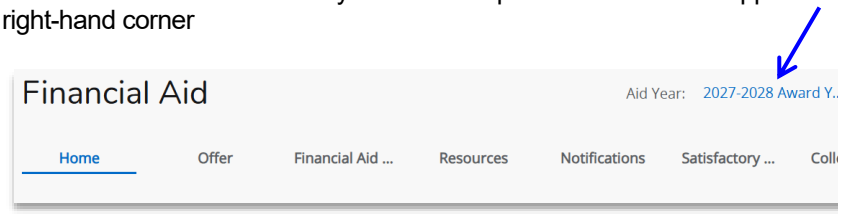


2. At the Self Service Main Menu:

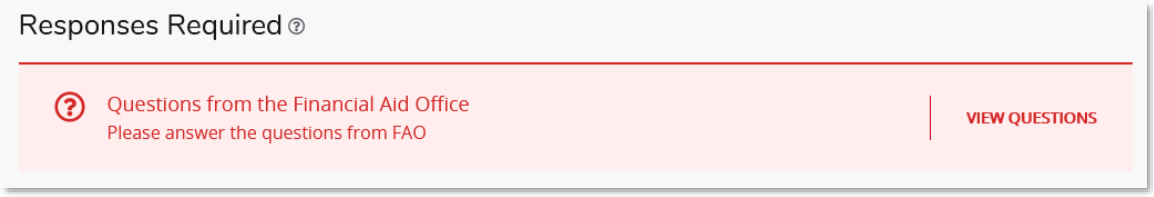
- Click on the "**Financial Aid**" tab.
- Click on "**Financial Aid Dashboard**"



3. 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 by visiting 113 Student Union or emailing bursar@okstate.edu.



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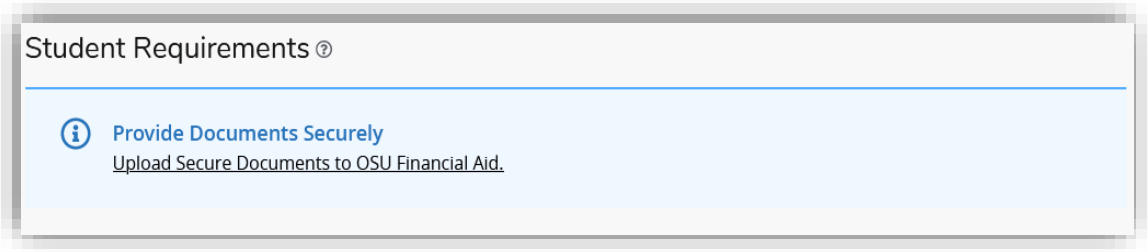
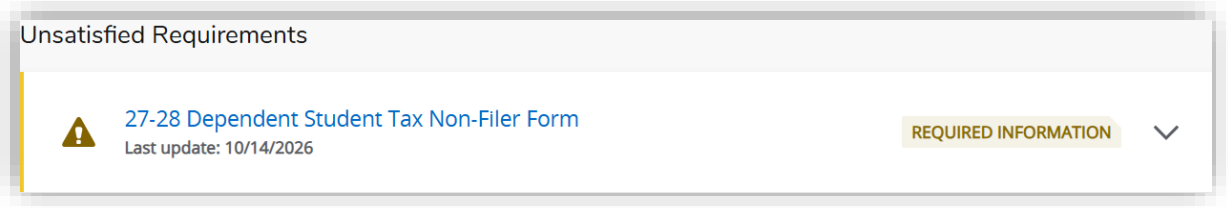
- **Upload Required Documents: Found on the "HOME" tab**
  - Follow the instructions to select and upload your document.
  - You will see a confirmation message once the document has been successfully uploaded to the secure server.
  - Please allow 3-5 working days for the status of the document to update.

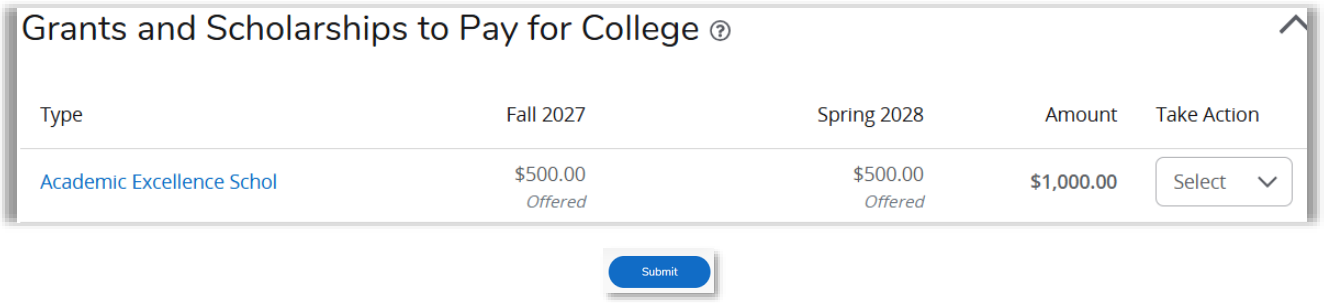


- **Checking Your Status**
  - On the "**Home**" Tab, you will find a list of your Unsatisfied Requirements under **"Student Requirements"**.
  - You can click the name of the requirement to link to additional information and/or PDFs of required forms.



- **The Cost of Attendance numbers listed under the "Offer" tab are estimates, not necessarily the amount you will end up paying.**
- **Accepting Scholarships and Financial Aid**
  - Go to the **"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.
  - You can click on the award name for more information, as not all awards can be accepted in the portal.

- If you have subsidized **and** unsubsidized student loan eligibility and plan to take out loans for the **FALL** semester only, you will need to complete a Student Loan Request form with our office to accept the unsubsidized portion. You can obtain the Student Loan Request form on our website or by contacting the Office of Scholarships and Financial Aid.



- **Adding Outside Scholarships (example: tribal, community or other organization - NOT OSU scholarships)**
  - Go to the **"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.