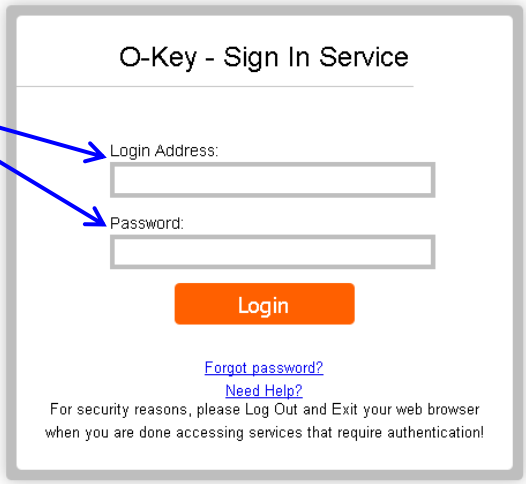
# How Do I Accept My OSU Scholarships and Financial Aid on the OSU Portal?

## OSU Self Service System

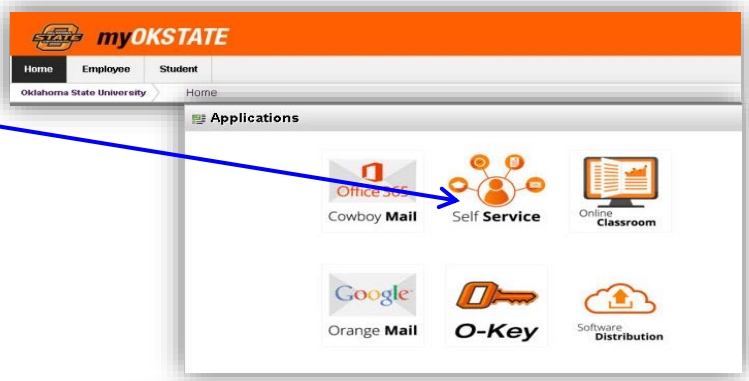
Go to **my.okstate.edu** and sign in using your OSU O-Key email address and password.

- 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.



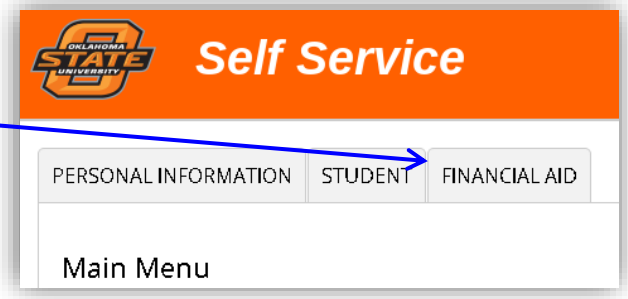

Once you login, you will see the **main portal** page:

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



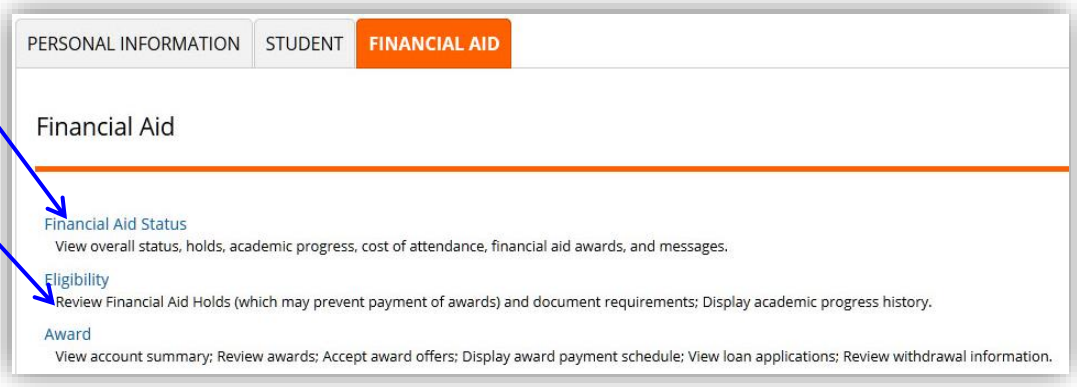

At the **Self-Service Main Menu**:

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




At the **Financial Aid main menu:**

- Click on **"Financial Aid Status"** to see an overall summary of your status, **OR**
- click on **"Award"** to go directly to view and/or accept awards.

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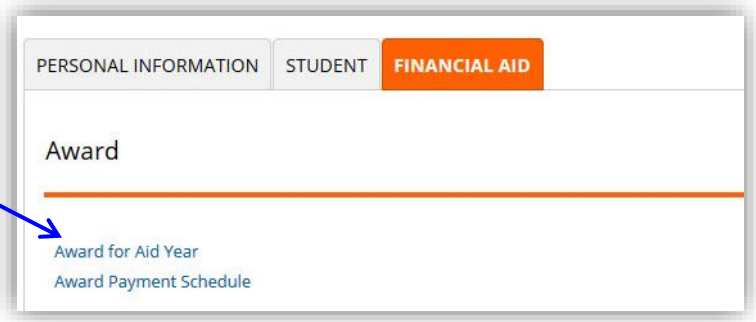
*Accepting OSU Financial Aid (continued)*

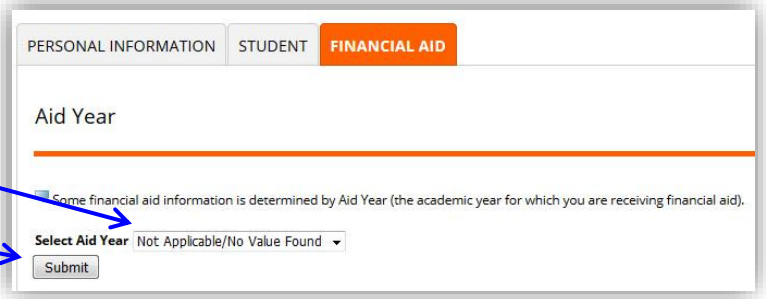
At the **Award** page:

- Click on the **"Award for Aid Year"** link



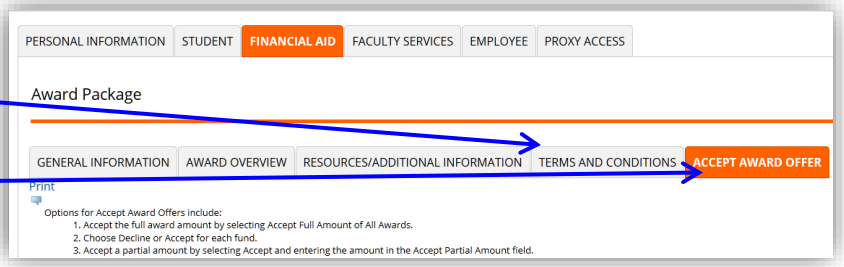

Go to the drop-down menu:

- Choose **the award year you want to view**
- Click **"Submit"**



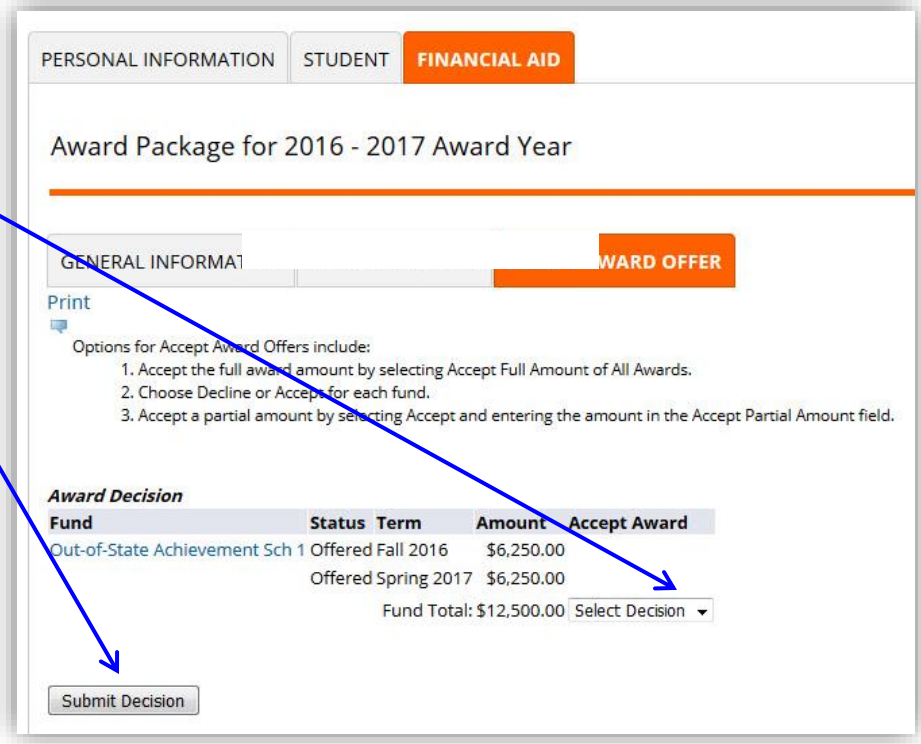

At the **"Award Package"** page:

- Accept **"Terms and Conditions"** if the tab turns orange when you click on it.
- Click the **"Accept Award Offer"** tab




Awards are listed by term (semester), with the total for the year to the left of "Select Decision" box. You can accept or decline the total amount.**To accept or decline award(s):**

- Click on the **"Select Decision" drop-down box** for each award.
- Select **"Accept"** or **"Decline."**

**To submit your decision(s):**

- After selecting your decision(s), click the **"Submit Decision"** button at the bottom of the page.
- **Your award decision(s) won't be recorded until you click the "Submit Decision" button.**
- Once you submit your decision(s), you will see the "Offered" status change to "Web Accept."