Go to [my.okstate.edu](http://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](http://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](mailto: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](mailto: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 "Award" to go directly to view and/or accept awards.

-Continued on Next Page-
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”**

Click the **“Resources/Additional Information”** tab to display the Authorization Questions.
- Carefully review each question and indicate whether you **Accept** or **Decline** the option.
- **If you choose not to answer the question(s), federal regulations require the OSU Bursar to treat the non-answer as if you had declined the option(s).**

To submit your decision(s):
- After selecting your decision(s), click the **“Submit Information”** button at the bottom of the page.
- Your answers won’t be recorded until you click the **“Submit Information”** button.

If you later want to change your answer, you won’t be able to change it online. You will need to contact the OSU Bursar at 113 Student Union (bursar@okstate.edu) to notify them of your change.