



# How do I use [my.okstate.edu](http://my.okstate.edu) to upload required documents to the Office of Scholarships and Financial Aid?

## OSU Self-Service System

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 status, contact the Office of Scholarships and Financial Aid at [finaid@okstate.edu](mailto:finaid@okstate.edu) or call 405-744-6604.

O-Key - Sign In Service

Login Address:

Password:

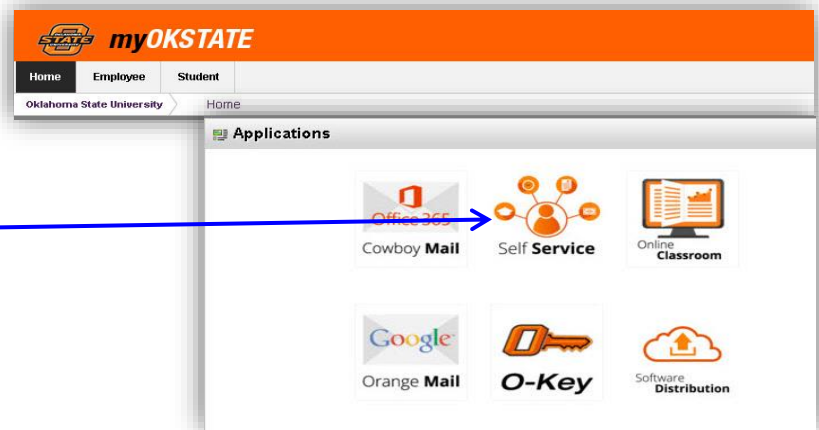
Login

[Forgot password?](#)  
[Need Help?](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

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

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



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

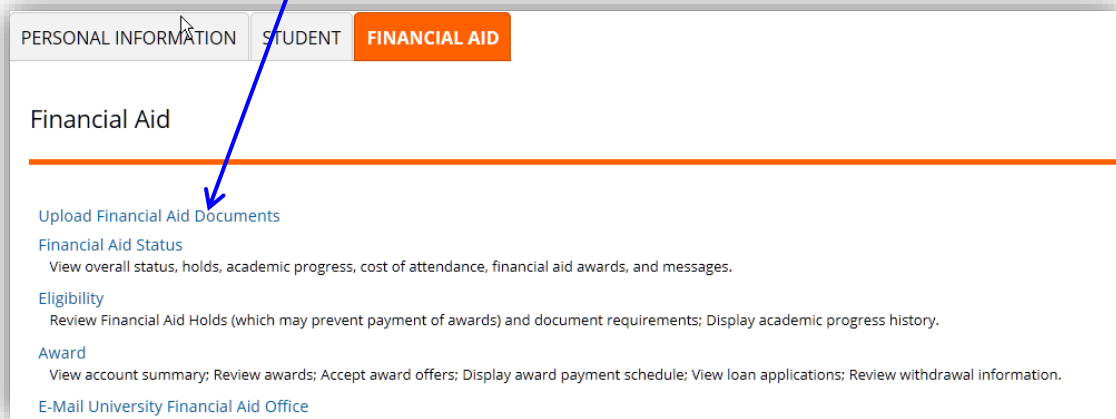
- Click on the "**Financial Aid**" tab.



-Continued on Next Page-

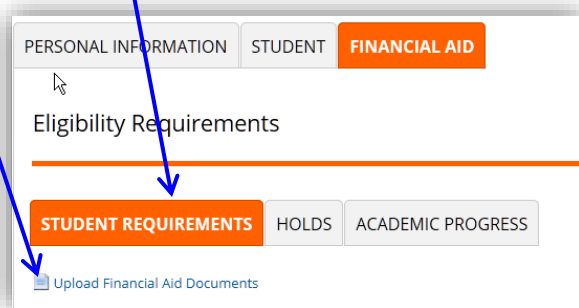
At the **Financial Aid** main menu:

- Click on **“Submit Required Documents”** to link to the document upload menu.

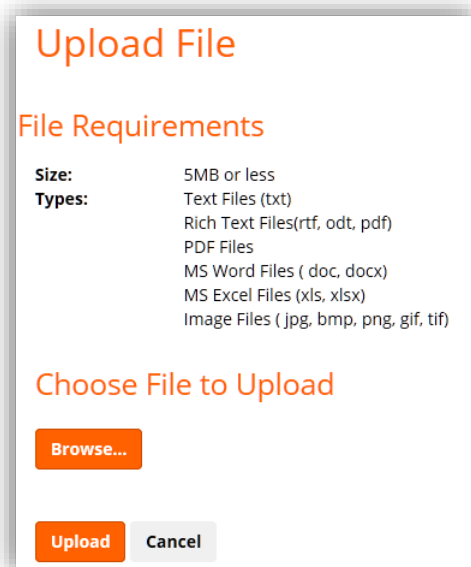


OR

- Go to the **“Eligibility Requirements”** page and tab (where the documents you need are listed) and click on **“Upload Financial Aid Documents”** to link to the document upload menu.



- 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 on the “Student Requirements” tab.**



If you have questions about your status, contact the Office of Scholarships and Financial Aid at [finaid@okstate.edu](mailto:finaid@okstate.edu) or call 405-744-6604.