



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

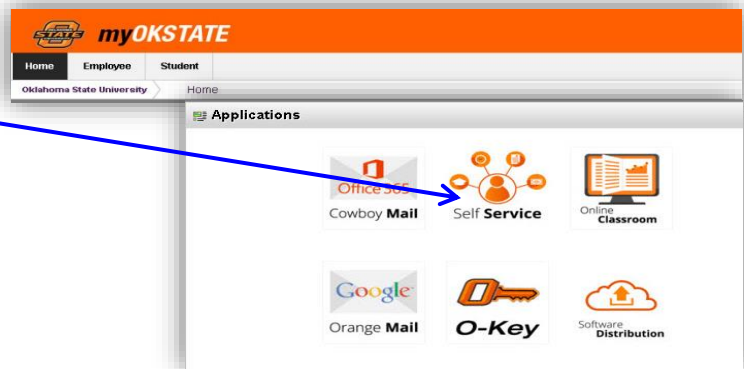
OSU Self Service System

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.

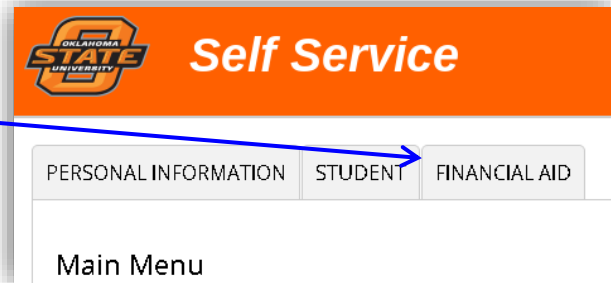
Once you login, you will see the **main portal** page:

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



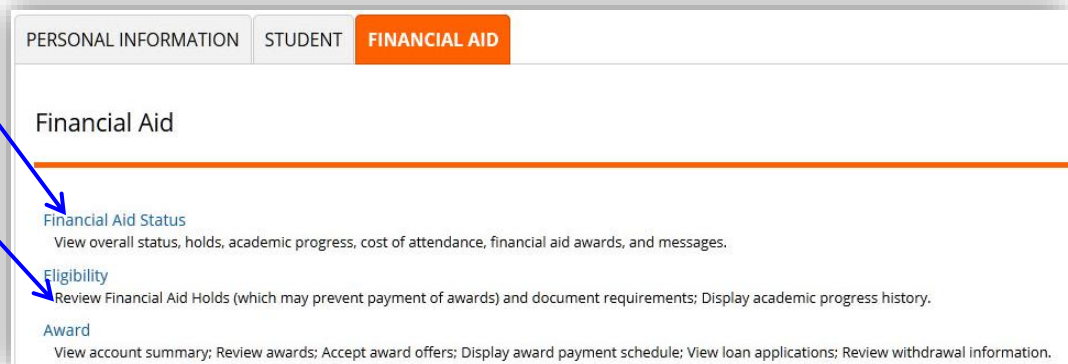
At the **Self-Service Main Menu**:

- 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.



Accepting OSU Financial Aid (continued)

At the **Award** page:

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

PERSONAL INFORMATION STUDENT **FINANCIAL AID**

Award

[Award for Aid Year](#)
[Award Payment Schedule](#)

Go to the drop-down menu:

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

PERSONAL INFORMATION STUDENT **FINANCIAL AID**

Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year: Not Applicable/No Value Found

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

PERSONAL INFORMATION STUDENT **FINANCIAL AID** FACULTY SERVICES EMPLOYEE PROXY ACCESS

Award Package

GENERAL INFORMATION AWARD OVERVIEW RESOURCES/ADDITIONAL INFORMATION **TERMS AND CONDITIONS** **ACCEPT AWARD OFFER**

Print

Options for Accept Award Offers include:
1. Accept the full award amount by selecting Accept Full Amount of All Awards.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

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."

PERSONAL INFORMATION STUDENT **FINANCIAL AID**

Award Package for 2016 - 2017 Award Year

GENERAL INFORMATION **AWARD OFFER**

Print

Options for Accept Award Offers include:
1. Accept the full award amount by selecting Accept Full Amount of All Awards.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Award Decision	Fund	Status	Term	Amount	Accept Award
	Out-of-State Achievement Sch 1	Offered	Fall 2016	\$6,250.00	Select Decision
		Offered	Spring 2017	\$6,250.00	
	Fund Total: \$12,500.00				