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 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.
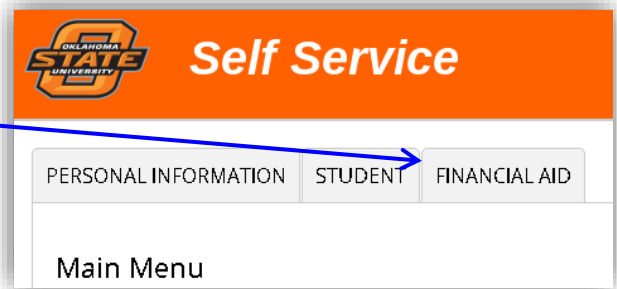
Once you login, you will see the **main portal** page:
- Click on the **"Self Service"** icon.
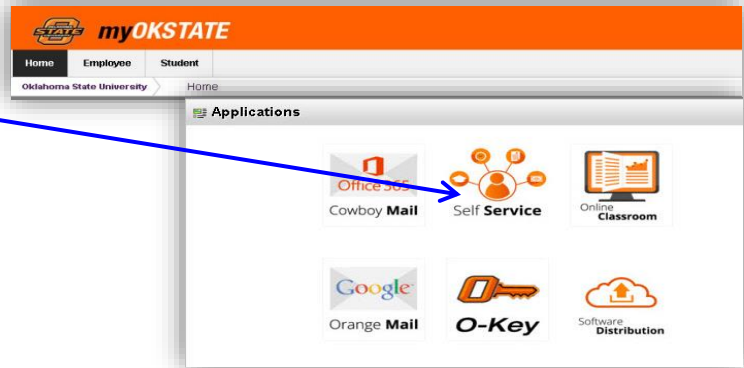
At the **Self-Service Main Menu**:
- Click on the **"Financial Aid"** tab.

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. 113 Student Union or bursar@okstate.edu

Responses Required ⓘ

(?) Questions from the Financial Aid Office
Please answer the questions from FAO

VIEW QUESTIONS

- **Upload Required Documents**
  - 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.

Student Requirements ⓘ

(i) **Provide Documents Securely**
Upload Secure Documents to OSU Financial Aid.

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

Unsatisfied Requirements

⚠ 21-22 Degree Update Form
Last update: 09/07/2021

REQUIRED INFORMATION ⌄

- **Accepting Scholarships and Financial Aid**
  - Go to Award Offer
  - 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.

Grants and Scholarships to Pay for College ⓘ ⌃

Type	Fall 2021	Spring 2022	Amount	Take Action
Academic Excellence Schol	$200.00	$200.00	$400.00	Select ⌄

Submit