



Title IV Financial Aid Authorization Instructions

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.

O-Key - Sign In Service

Login Address:

Password:

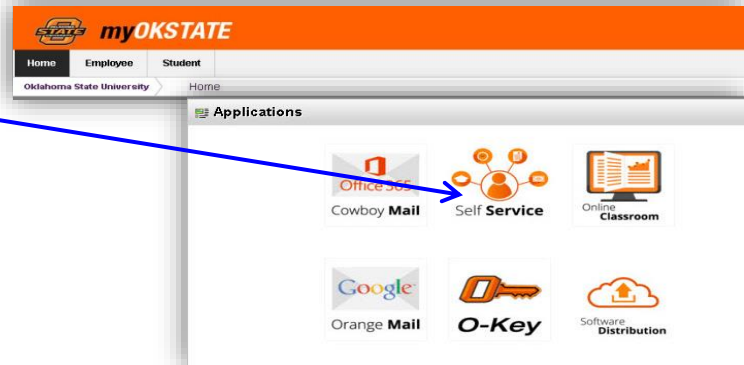
Login

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

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

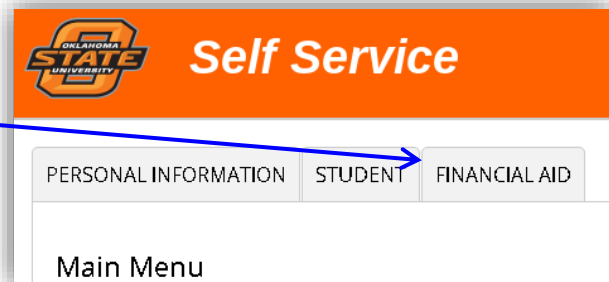
Once you login, you will see the **main portal** page:

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



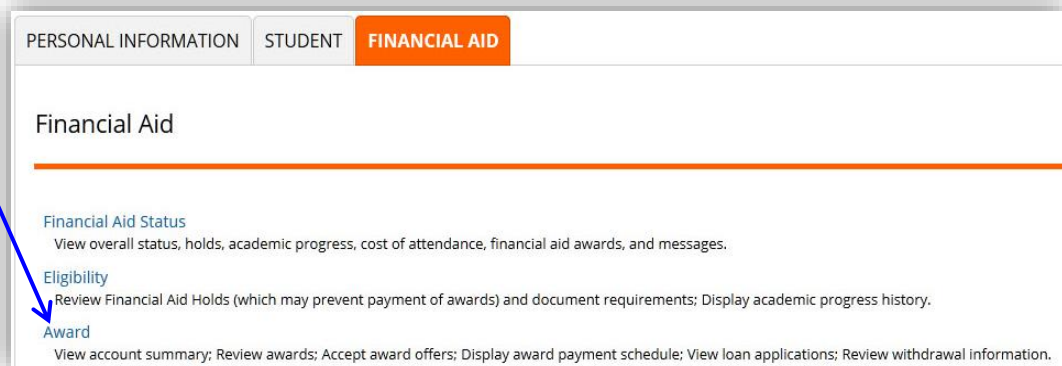
At the **Self-Service Main Menu**:

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



At the **Financial Aid main menu**:

- Click on **"Award"** to go directly to view and/or accept awards.



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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

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.

Award Package

GENERAL INFORMATION AWARD OVERVIEW **RESOURCES/ADDITIONAL INFORMATION** TERMS AND C

No outside resource information is available for you at this time, please contact your financial aid office if you have questions.

Additional Information

Please answer the questions displayed below. Also, if you have additional outside resources that are not reflected above, please info below. Once all answers and additional resource information are entered, please press Submit to send this information to the Finan

Authorization to Use Title IV Fund Payment for Current Charges

In accordance with federal regulations, an institution must allow a student the opportunity to restrict the use of the student's Title IV, HEA program funds to pay for only current semester qualified charges on the student's Bursar account.

• **If you ACCEPT**, you will authorize OSU to pay non-institutional charges (such as parking, bookstore, etc.) with Title IV aid such as Pell Grant, Direct Student Loans, etc.

• **If you DECLINE**, your Title IV federal/state funds will only pay tuition, fees, room/board, and books for the current term only. It will be your responsibility to pay all other charges on your account. If your account is not paid by the due date, the Bursar's Office will assess a finance charge.

Please accept or decline the following option:
I authorize Oklahoma State University to pay non-institutional charges (such as parking, bookstore, etc.) with my Title IV aid (such as, student loans, Pell Grant, Supplemental Grant-SEOG, etc.).

None

Authorization to Use Current-Year Title IV Federal Aid to Pay PRIOR-YEAR Charges

I authorize Oklahoma State University to pay prior year charges, not to exceed \$200, from my Title IV aid (such as student loans, Pell Grants, etc.)

• **If you ACCEPT**, you will authorize OSU to pay prior-year charges, not to exceed \$200, with current-semester Title IV federal financial aid.

• **If you DECLINE**, OSU will NOT use current-semester Title IV federal financial aid to pay for prior-year charges. It will be your responsibility to pay prior charges.

Please accept or decline the following option:
I authorize Oklahoma State University to pay prior-year charges, not to exceed \$200, from my Title IV federal aid (such as student loans, Pell Grants, etc.).

None

Submit Information