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.
- Click on “Financial Aid Dashboard”

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.
  o Review, select Accept or Decline, Submit
  o 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).
  o 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

• Upload Required Documents
  o Follow the instructions to select and upload your document.
  o You will see a confirmation message once the document has been successfully uploaded to the secure server.
  o Please allow 3-5 working days for the status of the document to update.

• Checking Your Status
  o On the “Home” Tab, you will find a list of your Unsatisfied Requirements under “Student Requirements”.
  o You can click the name of the requirement to link to additional information and/or PDFs of required forms.

• Accepting Scholarships and Financial Aid
  o Go to the “Award Offer” tab.
  o 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.
  o Select “Accept” or “Decline.”
  o After selecting your decision(s), click the “Submit” button.

• Adding Outside Scholarships (example: tribal, community or other organization—NOT OSU scholarships)
  o Go to the “Award Offer” tab
  o Toward the bottom of the page, you will find, “Other Resources”, click on “Add/View Resource”
  o Add the outside scholarship along with the term and amount. Click the “Submit” button when finished.
  o Note that the outside scholarships you add may stay under the “Resources Waiting Review” indefinitely.