



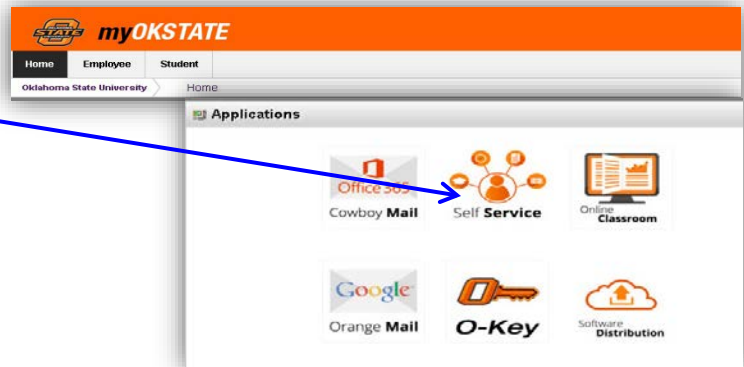
# Title IV Financial Aid Authorization Instructions

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

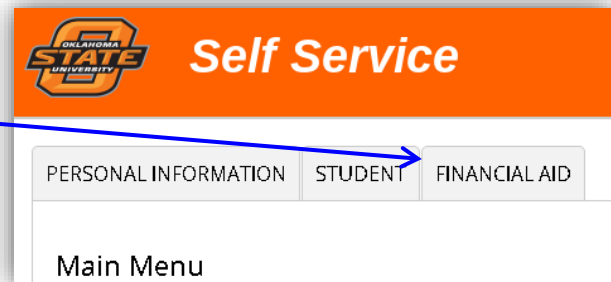
Once you login, you will see the **main portal** page:

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



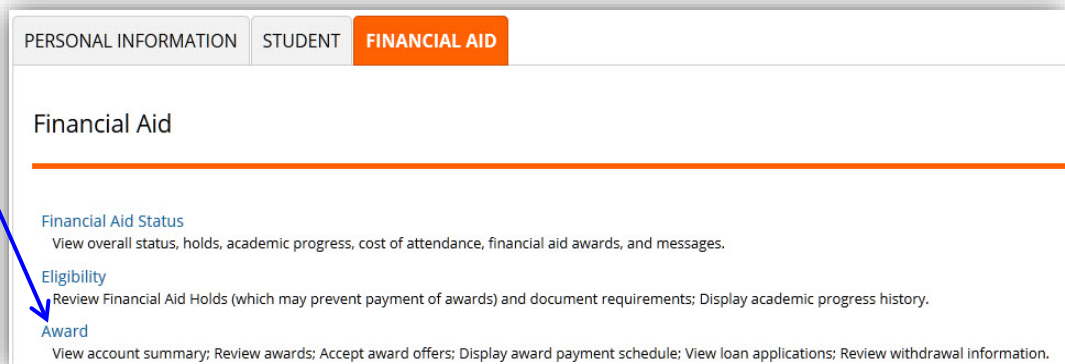
At the **Self-Service Main Menu**:

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



At the **Financial Aid main menu**:

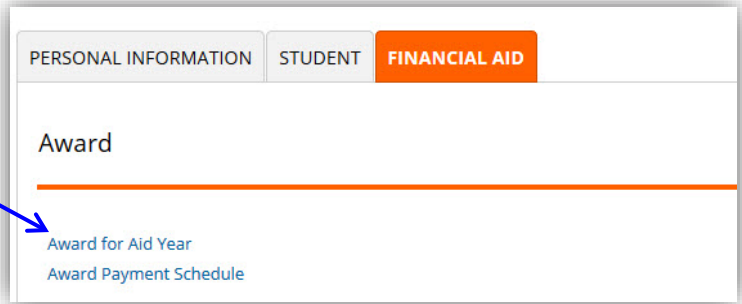
- Click on **"Award"** to go directly to view and/or accept awards.



Title IV Financial Aid Authorization Instructions (Page 2)

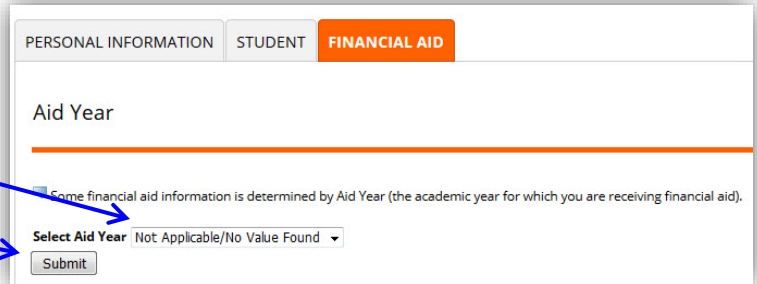
At the **Award** page:

- Click on the “**Award for Aid Year**” link



Go to the drop-down menu:

- Choose **the award year you want to view**
- Click “**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](mailto:bursar@okstate.edu)) to notify them of your change.

