



How do I use my.okstate.edu to upload required documents to the Office of Scholarships and Financial Aid?

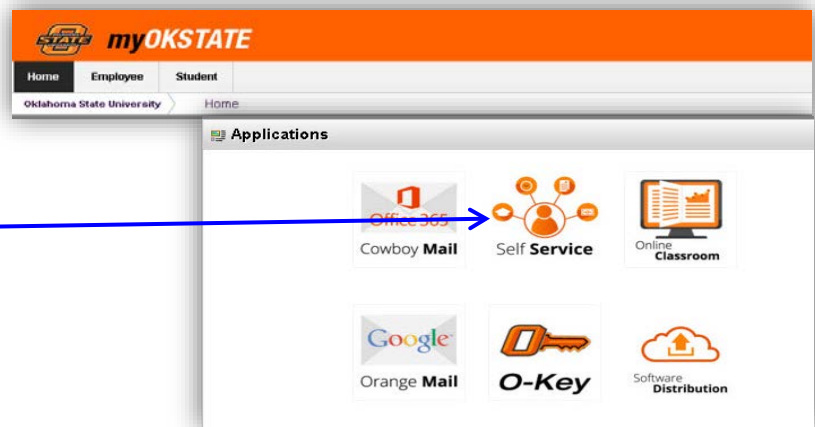
OSU Self-Service System

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 status, 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.



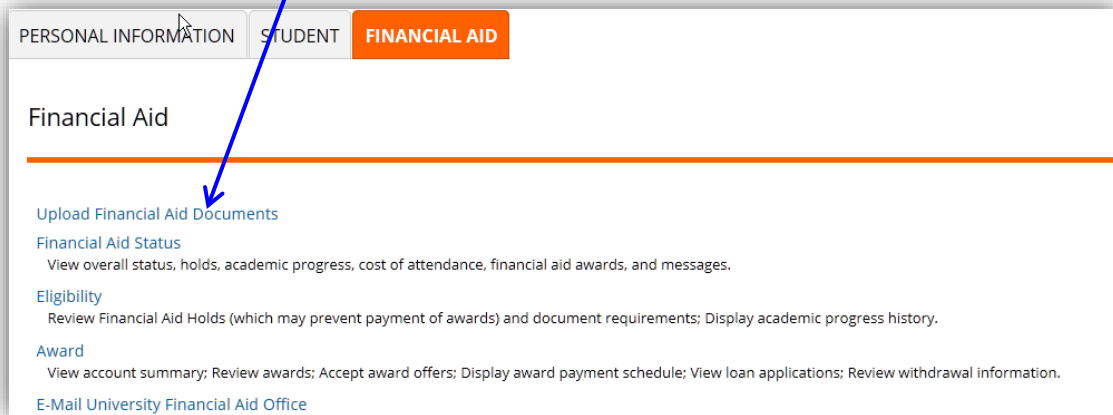
At the **Self-Service Main Menu**:

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



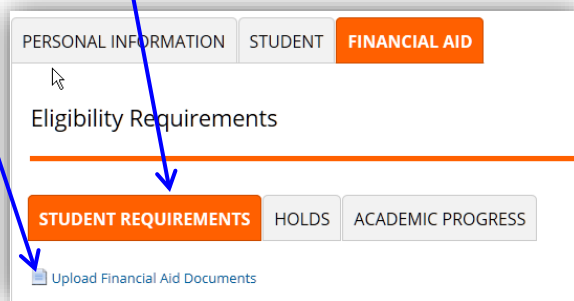
At the **Financial Aid** main menu:

- Click on **“Submit Required Documents”** to link to the document upload menu.

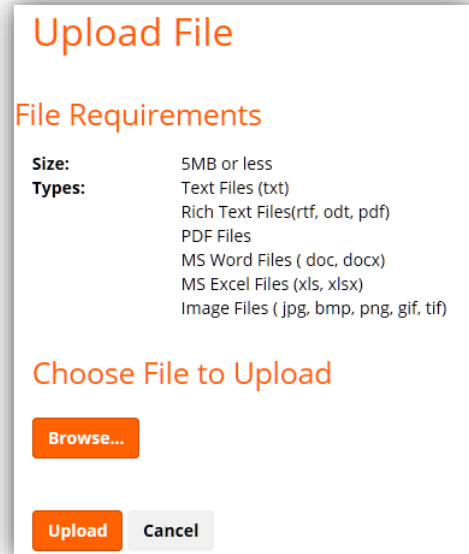


OR

- Go to the **“Eligibility Requirements”** page and tab (where the documents you need are listed) and click on **“Upload Financial Aid Documents”** to link to the document upload menu.



- 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 on the “Student Requirements” tab.**



If you have questions about your status, contact the Office of Scholarships and Financial Aid at finaid@okstate.edu or call 405-744-6604.