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.**
  - 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

• **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**

  - 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**

  - 22-23 Independent Student Tax Non-Filer Form
    - Last update: 02/09/2022

• **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**

<table>
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<tr>
<th>Type</th>
<th>Fall 2022</th>
<th>Spring 2023</th>
<th>Amount</th>
<th>Take Action</th>
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<td>$1,000.00</td>
<td>$2,000.00</td>
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Submit