How Do I Accept My OSU Scholarships and Financial Aid on the OSU Portal?

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 http://newstudents.okstate.edu/content/o-key-account-information.
• 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.

At the Financial Aid main menu:
• Click on “Financial Aid Status” to see an overall summary of your status, OR
• 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

Go to the drop-down menu:
- Choose the award year you want to view
- Click “Submit”

At the “Award Package” page:
- Accept “Terms and Conditions” if the tab turns orange when you click on it.
- Click the “Accept Award Offer” tab

Awards are listed by term (semester), with the total for the year to the left of “Select Decision” box. You can accept or decline the total amount.

To accept or decline award(s):
- Click on the “Select Decision” drop-down box for each award.
- Select “Accept” or “Decline.”

To submit your decision(s):
- After selecting your decision(s), click the “Submit Decision” button at the bottom of the page.
- Your award decision(s) won’t be recorded until you click the “Submit Decision” button.
- Once you submit your decision(s), you will see the “Offered” status change to “Web Accept.”