Title IV Financial Aid Authorization Instructions

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 “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”

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) to notify them of your change.