

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. -



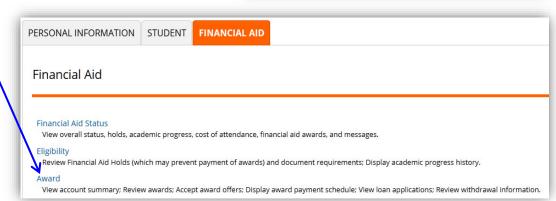
At the Self-Service Main Menu:

• 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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Title IV Financial Aid Authorization Instructions (Page 2) At the **Award** page: PERSONAL INFORMATION STUDENT FINANCIAL AID Click on the "Award for Aid Year" link Award Award for Aid Year Award Payment Schedule FINANCIAL AID PERSONAL INFORMATION STUDENT Go to the drop-down menu: Aid Year Choose the award year you want to view Click "Submit" e financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid). Select Aid Year Not Applicable/No Value Found ▼ Submit Award Package Click the "Resources/Additional **Information**" tab to display the GENERAL INFORMATION AWARD OVERVIEW RESOURCES/ADDITIONAL INFORMATION Authorization Questions. 실 No outside resource information is available for you at this time, please contact your financial aid office if you have questions. Carefully review each Additional Information question and indicate whether you Accept or -실 Please answer the questions displayed below. Also, if you have additional outside resources that are not reflected above, please info s and additional resource information are entered, please press Submit to send this information to the Finar **Decline** the option. None 🗸 Authorization to Use Title IV Fund Payment for Current Charges If you choose not to In accordance with federal regulations, an institution must allow a student the opportunity to restrict the answer the question(s), use of the student's Title Iv, HEA program funds to pay for only current semester qualified charges on the student's Bursal account. federal regulations require the OSU Bursar to treat the · If you ACCEPT, you will authorize OSU to pay non-institutional charges (such as parking, bookstore, etc.) with Title IV aid such as Pell Grant, Direct Student Loans, etc. non-answer as if you had • If you DECLINE, your Title IV federal/state funds will only pay tuition, fees, room/board, and books declined the option(s). for the current term only. It will be your responsibility to pay all other charges on your account. If your account is not paid by the due date, the Bursar's Office will assess a finance charge. To submit your decision(s): Please accept or decline the following option: I authorize Oklahoma State University to pay non-institutional charges (such as parking, After selecting your bookstore, etc.,) with my Title IV aid (such as, student loans, Pell Grant, Supplemental Grantdecision(s), click the SEOG, etc.). "Submit Information" Authorization to Use Current-Year Title IV Federal Aid to Pay PRIOR-YEAR Charges None V button at the bottom of the I authorize Oklahoma State University to pay prior year charges, not to exceed \$200, from my Title IV aid page. (such as student loans, Pell Grants, etc.) Your answers won't be · If you ACCEPT, you will authorize OSU to pay prior-year charges, not to exceed \$200, with currentrecorded until you click semester Title IV federal financial aid. the "Submit Information" · If you DECLINE, OSU will NOT use current-semester Title IV federal financial aid to pay for prioryear charges. It will be your responsibility to pay prior charges. button. Please accept or decline the following option: I authorize Oklahoma State University to pay prior-year charges, not to exceed \$200, from my If you later want to change your Title IV federal aid (such as student loans, Pell Grants, etc.). answer, you won't be able to change it online. You will need to contact the OSU Bursar at 113 Submit Information

Student Union (<u>bursar@okstate.edu</u>) to notify them of your change.