



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.

O-Key - Sign In Service

Login Address:

Password:

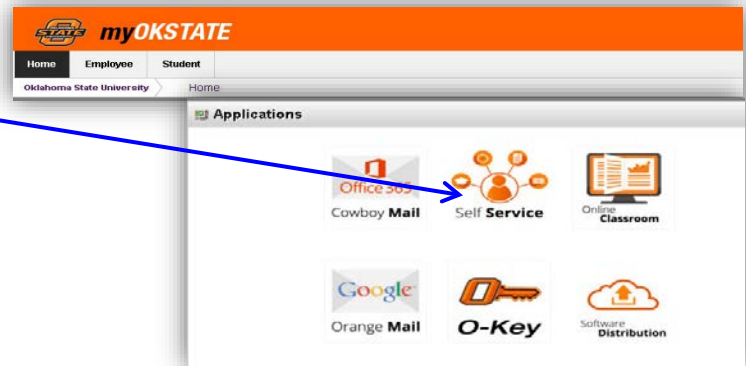
Login

[Forgot password?](#)
[Need Help?](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

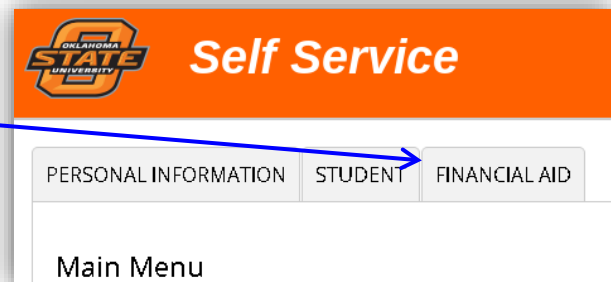
Once you login, you will see the **main portal** page:

- Click on the **"Self Service"** icon.



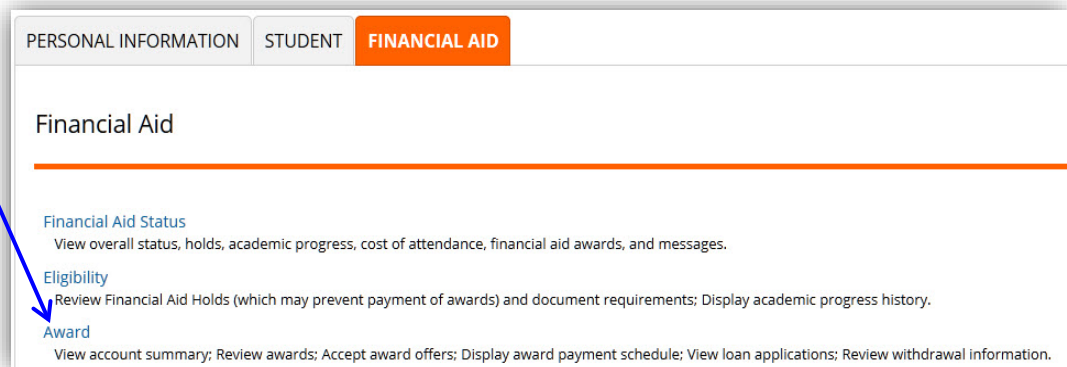
At the **Self-Service Main Menu**:

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



At the **Financial Aid main menu**:

- Click on **"Award"** to go directly to view and/or accept awards.

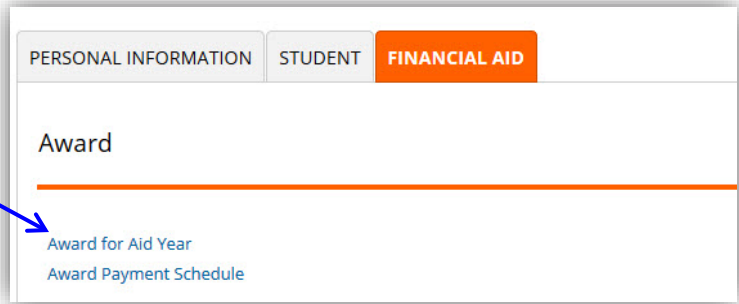


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Title IV Financial Aid Authorization Instructions (Page 2)

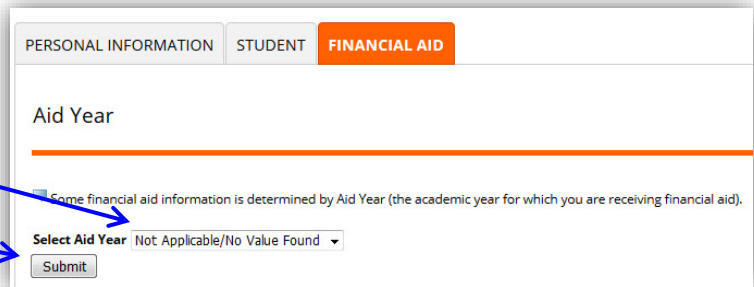
At the **Award** page:

- 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.

