



How Do I Accept My OSU Scholarships and Financial Aid for the 2016-2017 Award Year?

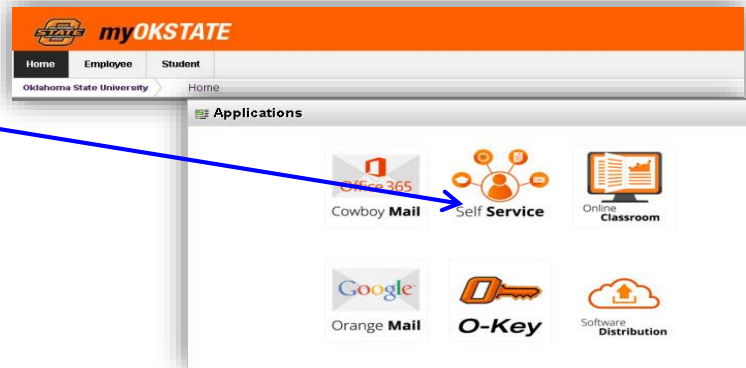
OSU Self Service System

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.

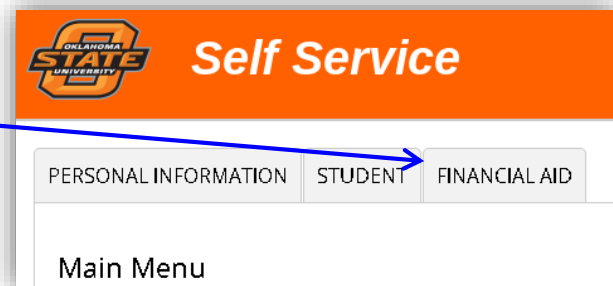
Once you login, you will see the **main portal** page:

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



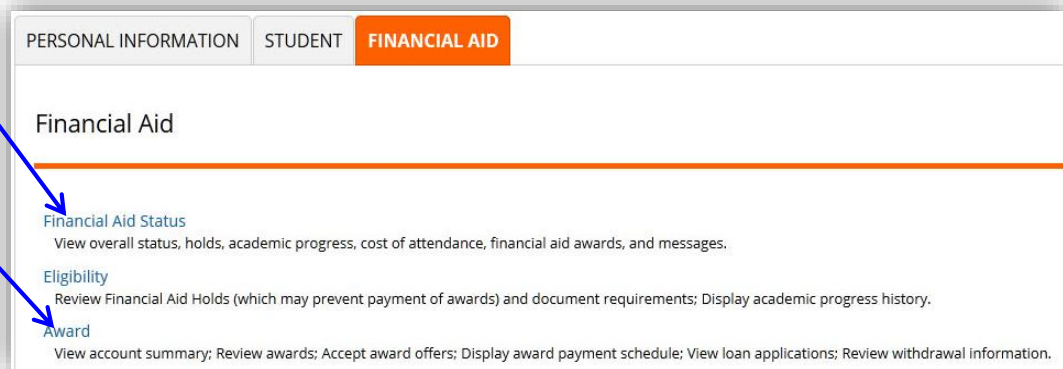
At the **Self-Service Main Menu**:

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



At the **Financial Aid main menu**:

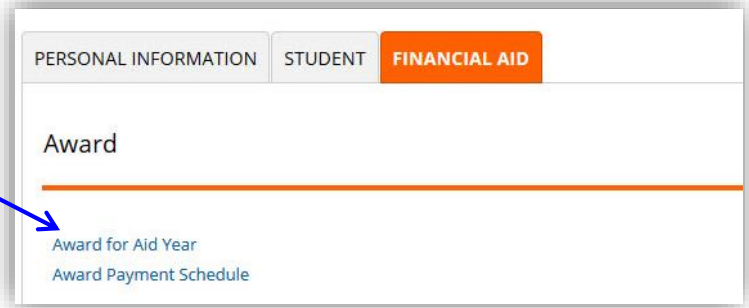
- Click on **"Financial Aid Status"** to see an overall summary of your status, **OR**
- click on **"Award"** to go directly to view and/or accept awards.



Accepting Financial Aid for 2016-2017 (continued)

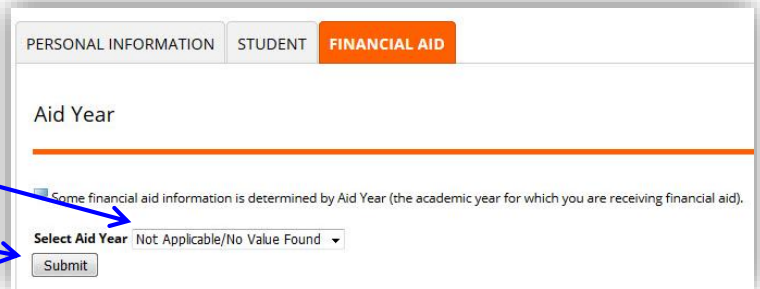
At the **Award** page:

- Click on the “**Award for Aid Year**” link



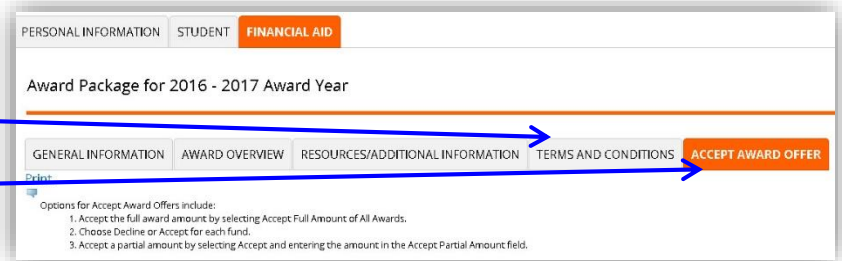
Go to the drop-down menu:

- Choose “**2016-2017 Award Year**”
- Click “**Submit**”



At the “**Award Package for 2016-2017 Award Year**” 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.”

