How do I use my.okstate.edu to upload required documents to the Office of Scholarships and Financial Aid?

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 admissions.okstate.edu/information/freshmen/your-next-steps-freshmen.html.
- 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 status, 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.

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At the Financial Aid main menu:
• Click on “Submit Required Documents” to link to the document upload menu.

OR

• Go to the “Eligibility Requirements” page and tab (where the documents you need are listed) and click on “Upload Financial Aid Documents” to link to the document upload menu.

• Follow the instructions to select and upload your document.
• You will see a confirmation message once the document has been successfully uploaded to the secure server.
• Please allow 3-5 working days for the status of the document to update on the “Student Requirements” tab.

If you have questions about your status, contact the Office of Scholarships and Financial Aid at finaid@okstate.edu or call 405-744-6604.