



# How do I Accept My OPSU Scholarships and Financial Aid for the 2016-2017 Award Year?

## OPSU Self Service System

Go to [my.opsu.edu](http://my.opsu.edu) and sign in using your OPSU email address and password

- If you've activated your Aggie Access but can't remember your password, click on the "Forgot Password?" link.
- If you haven't activated your Aggie Access yet, please review the information at <http://app.it.okstate.edu/okey/panhandle>
- If you still can't login with your Aggie Access, after following the steps above, contact the OPSU IT Department at [helpticket@opsu.edu](mailto:helpticket@opsu.edu) or call 580-349-1549.
- If you have any questions about your awards, contact the Financial Aid at [financial.aid@opsu.edu](mailto:financial.aid@opsu.edu) or call 580-349-2580.

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

- Click on the "Self Service" Icon

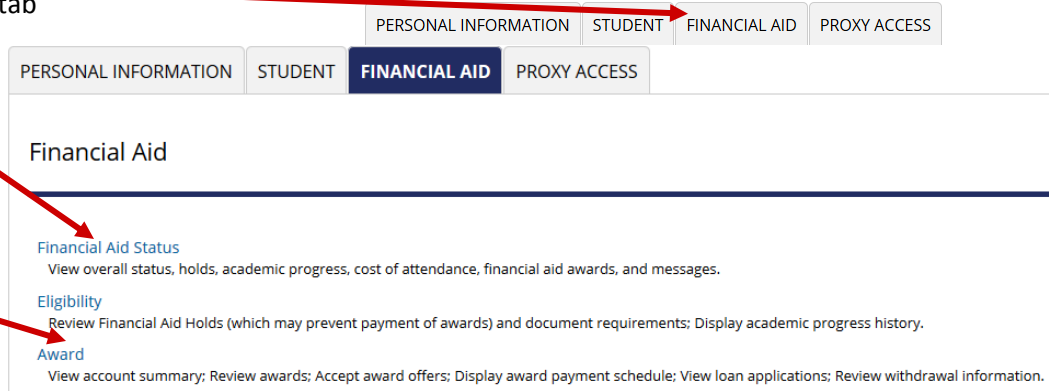
**At the Self-Service Main Menu:**

- Click on the “Financial Aid” tab



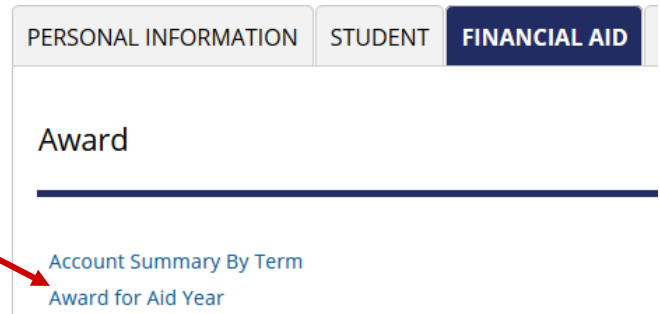
**At the Financial Aid main menu:**

- 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



**At the Award page:**

- Click on the “Award for Aid Year link”



### Go to the drop-down menu:

- Choose "1617 Academic Year"
- Click "Submit"

The screenshot shows a navigation bar with three tabs: 'PERSONAL INFORMATION', 'STUDENT', and 'FINANCIAL AID'. Below the navigation bar, the heading 'Aid Year' is displayed. A message states: 'Some financial aid information is determined by Aid Year (the acaden'. Below this message is a dropdown menu labeled 'Select Aid Year' with the current selection 'Not Applicable/No Value Found'. A 'Submit' button is located below the dropdown menu. Two red arrows point from the list on the left to the dropdown menu and the 'Submit' button.

### At the "Award Package for 2016-2017 Award Year" Page:

- Accept "Terms and Conditions"
- Click the "Accept Award Offer" tab

The screenshot shows a navigation bar with four tabs: 'PERSONAL INFORMATION', 'STUDENT', 'FINANCIAL AID', and 'PROXY ACCESS'. Below the navigation bar, the heading 'Award Package for 1617 Academic Year' is displayed. On the right side, there is a date and time stamp: 'A11571 Jan 05, 2017 Your current Instit'. Below the heading is a horizontal tabbed interface with five tabs: 'GENERAL INFORMATION', 'AWARD OVERVIEW', 'RESOURCES/ADDITIONAL INFORMATION', 'TERMS AND CONDITIONS', and 'ACCEPT AWARD OFFER'. The 'TERMS AND CONDITIONS' tab is currently selected and highlighted in dark blue. Two red arrows point from the list on the left to the 'TERMS AND CONDITIONS' tab and the 'ACCEPT AWARD OFFER' tab.

Awards are listed by semester, with the total for year to the left of "Select Decision" box. You can accept or decline the total amount. If you only want a partial amount, enter that amount in box right of "Select Decision" box.

### To accept or decline awards:

- Click on the "Select Decision" drop-down box for each award
- Select "Accept" or "Decline"

### To submit your decision:

- After selecting your decisions, click the "Submit Decision" button at the bottom of the page.
- Your award decisions will not be recorded until you click the "Submit Decision" button.
- One you submit your decision, you will see the "Offered" status change to "Web Accept"