

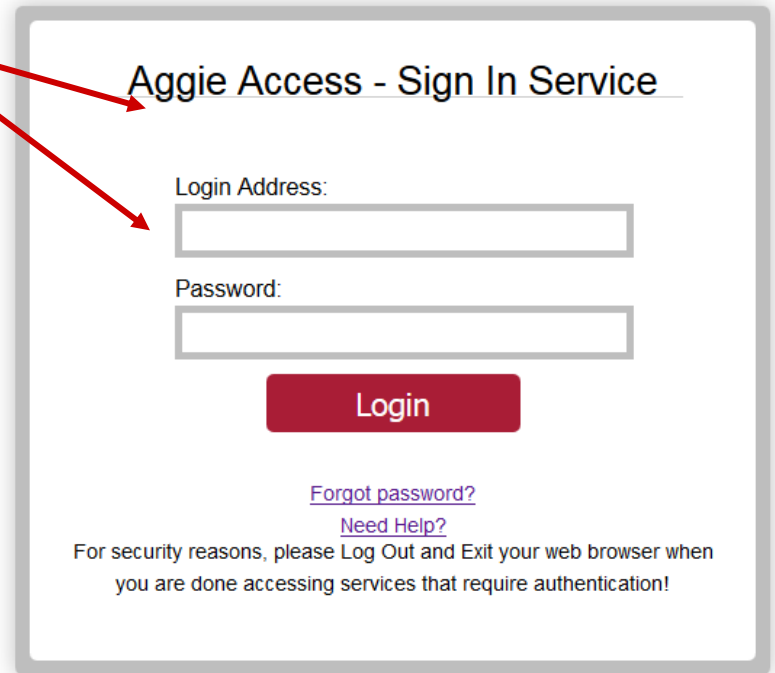


Title IV Financial Aid Authorization Instructions

OPSU Self Service System

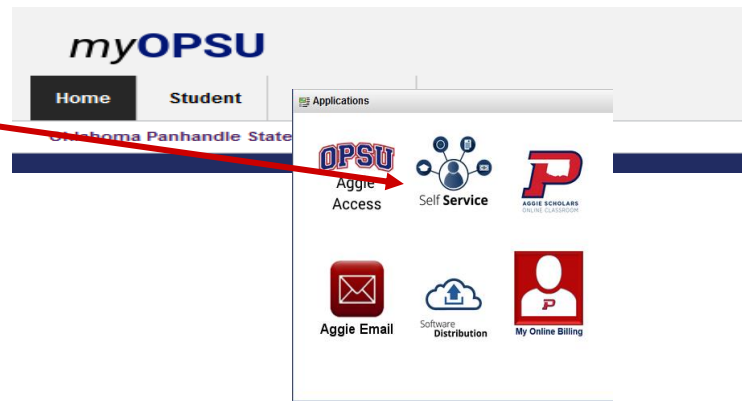
Go to my.opsu.edu and sign in using your OPSU email address and password

- 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 or call 580-349-1549.
- If you have any questions about your awards, contact the Financial Aid at financial.aid@opsu.edu or call 580-349-2580.



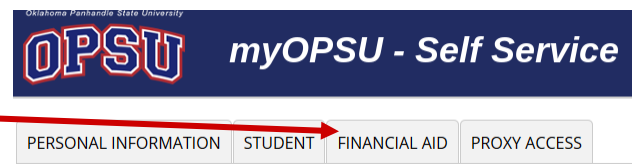
Once you login, you will see the main portal page:

- Click on the "Self Service" Icon



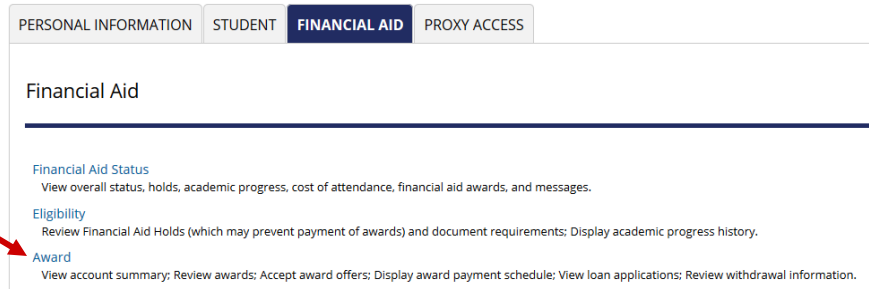
At the Self-Service Main Menu:

- Click on the "Financial Aid" tab



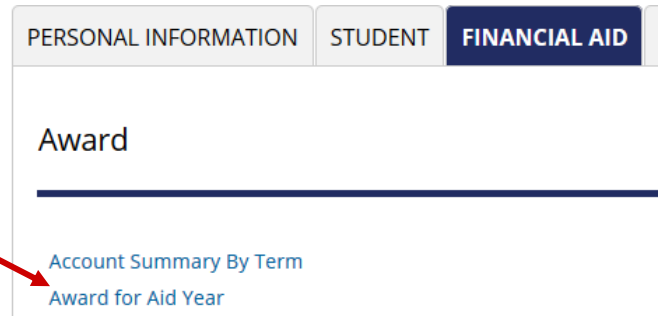
At the Financial Aid main menu:

- Click on “Award” to go directly to view and/or accept awards



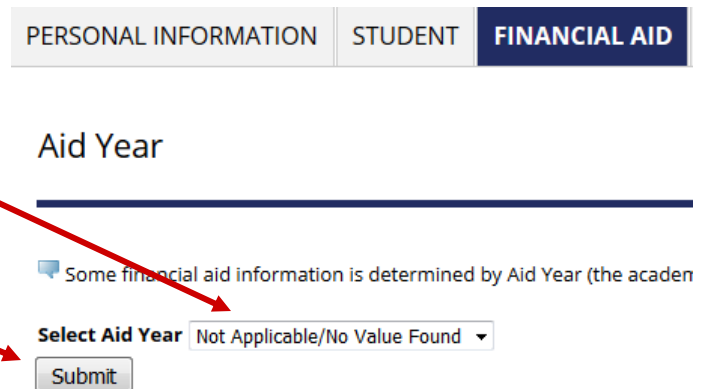
At the Award page:

- Click on the “Award for Aid Year link”



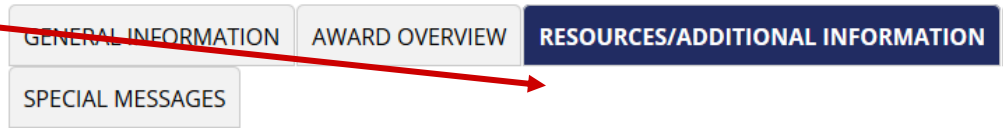
Go to the drop-down menu:

- Choose the award year you want to view
- Click “Submit”



Award Package for 1617 Academic Year

Click the “Resources/Additional Information” 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 OPSU Bursar to treat the non-answer as if you had declined the option(s)

To submit your decision(s):

- After selecting your decisions(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.

Submit Information

Unreviewed Information Previously Submitted

If you later want to change your answer, you won’t be able to change it online. You will need to contact the OPSU Business Office to notify them of your change.