



# How to Accept OPSU Financial Aid

## 1. Log-in to your Aggie Portal

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

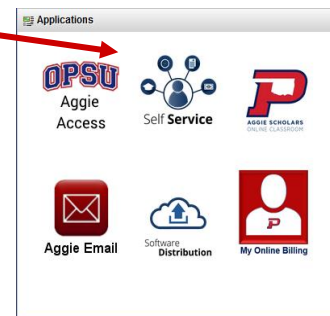
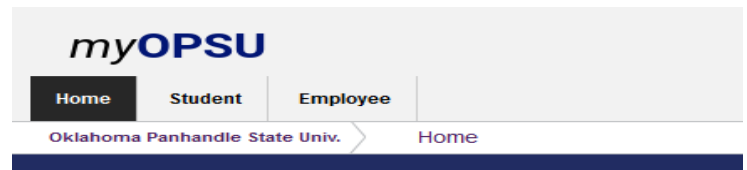
- If you've activated your Aggie Access but can't remember your password, click on the "Forgot Password?" link.
- If you haven't activated your Aggie Access yet, please review the information at <http://app.it.okstate.edu/okey/panhandle>
- If you have any questions about your awards, contact the Financial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

The screenshot shows a login page titled "Aggie Access - Sign In Service". It features two input fields: "Login Address:" and "Password:". Below the fields is a red "Login" button. At the bottom, there are links for "Forgot password?" and "Need Help?". A security notice at the bottom reads: "For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!"

## 2. Select Self-Service

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

- Click on the "Self Service" Icon



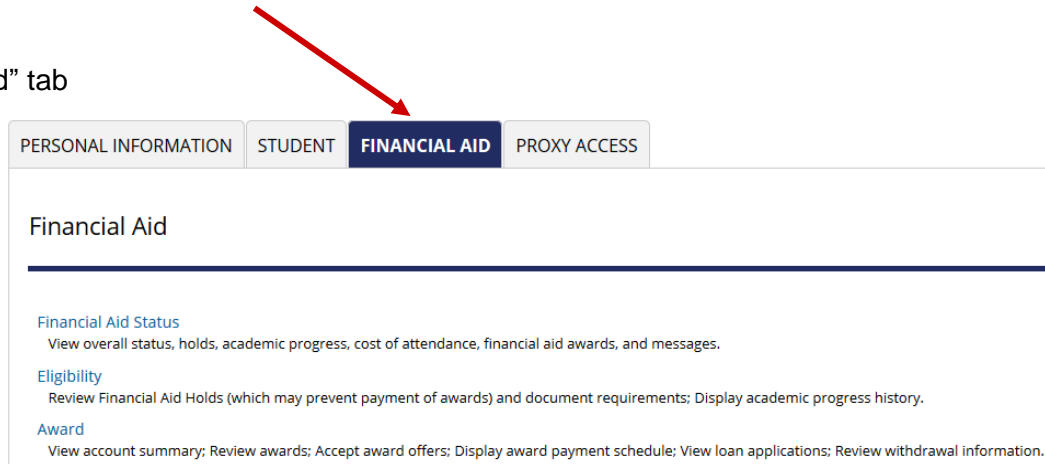
### 3. Select Financial Aid Homepage

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

- Click on the “Financial Aid” tab

**At the Financial Aid main menu:**

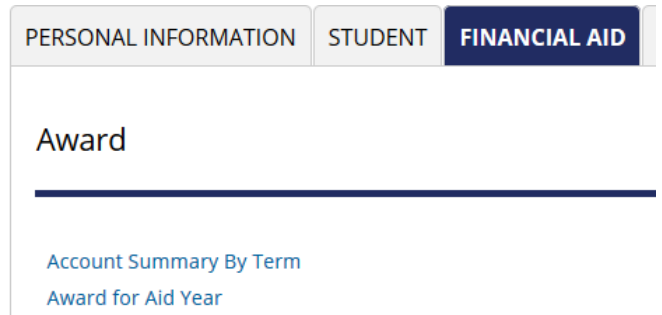
- Click on “Financial Aid Status” to see an overall summary of your status, OR
- Click on “Award” to go directly to view and/or accept awards



### 4. Accept Title IV Conditions

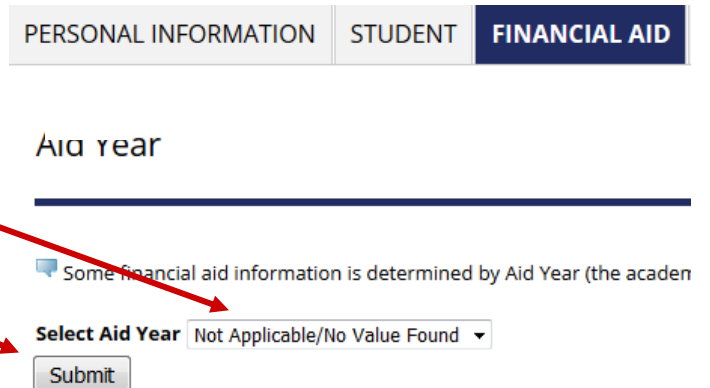
**At the Award page:**

- Click on the “Award for Aid Year link”



**Go to the drop-down menu:**

- Choose the correct academic year
- Click “Submit”



## Click the “Resources/Additional Information” to display the Authorization Questions

Award Package for 2020-2021 Academic Year

GENERAL INFORMATION   AWARD OVERVIEW   **RESOURCES/ADDITIONAL INFORMATION**   Terms and Conditions   Accept Award Offer   SPECI

No outside resource information is available for you at this time, please contact your financial aid office if you have questions.

### Additional Information

Please answer the questions displayed below. Also, if you have additional outside resources that are not reflected above, please inform the financial aid office by entering information to the Financial Aid Office.

- \* I authorize OPSU to pay non-institutional charges with my Title IV aid (ex. Pell, Direct Loans) for the current year.
- \* I authorize OPSU to pay non-institutional charges with my Title IV aid (ex. Pell, Direct Loans) for the prior year.

If you have additional outside resources that are not reflected above, please inform the financial aid office by entering the information below and pressing Submit.

- Carefully review each question and indicate whether you Accept or Decline the option

### 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.

## 5. Accept Terms and Conditions

### At the “Award Package for Award Year” Page:

- Accept “Terms and Conditions”

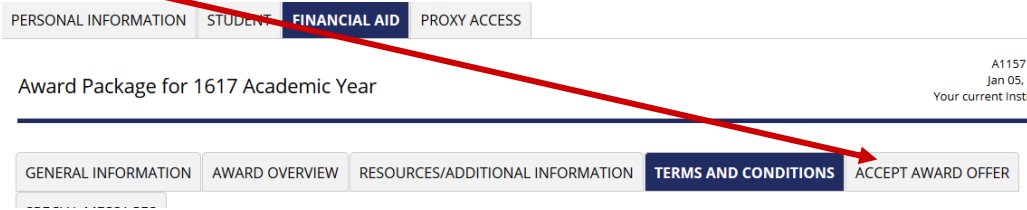
PERSONAL INFORMATION   STUDENT   **FINANCIAL AID**   PROXY ACCESS

Award Package for 1617 Academic Year

GENERAL INFORMATION   AWARD OVERVIEW   RESOURCES/ADDITIONAL INFORMATION   **TERMS AND CONDITIONS**   ACCEPT AWARD OFFER

A11571  
Jan 05, 2021  
Your current institution

## 6. Review and Accept Award Offers



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”