

# Detailed Instructions for Uploading Documents to Financial Aid Securely

The screenshot shows the Banner portal home page with three main sections: Welcome/Instructions, Applications, and Luminis Announcements. The Applications section contains several icons for services: O-Key, Self Service, Online Classroom, OSUIT BURSAR, Google Orange Mail, Office 365 Cowboy Mail, Software Distribution, and SharePoint. A red arrow points from the text 'Choose Self-Service' to the Self Service icon. The Luminis Announcements section shows 'You currently have no announcements.' and a 'Show Hidden' checkbox.

The header of the Banner myOKSTATE - Self Service portal. It includes a search bar on the left, a 'Go' button, and navigation links for 'ACCESSIBILITY | SITE MAP | HELP | EXIT' on the right. The main title 'myOKSTATE - Self Service' is displayed in a large, bold font.

The Main Menu section of the Banner portal. It features a horizontal navigation bar with tabs for 'PERSONAL INFORMATION', 'FINANCIAL AID', 'FACULTY SERVICES', and 'FINANCE'. Below the navigation bar, the 'Main Menu' is displayed, listing various services: Personal Information, Financial Aid, Faculty and Advisors, WebCT.com, The e-Learning Hub, Finance, and Events. A red arrow points from the 'FINANCIAL AID' tab to the 'Financial Aid' menu item, with the text 'Choose the Financial Aid Tab' next to it.

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The screenshot shows a web portal with a top navigation bar containing 'PERSONAL INFORMATION', 'FINANCIAL AID', 'FACULTY SERVICES', and 'FINANCE'. The 'FINANCIAL AID' tab is selected. Below the navigation bar, the page title is 'Financial Aid'. A red horizontal line separates the title from the content. Below the line, there are several menu items: 'Upload Documents to the Financial Aid Office' (circled in yellow with an arrow pointing to it from the text 'Choose the upload link'), 'Financial Aid Status', 'Eligibility', 'Award', 'E-Mail University Financial Aid Office', 'General Financial Aid', and 'Federal Shopping Sheet'. Each menu item has a brief description of its function.

## Central Authentication Service

You may need to log in again for security

The screenshot shows a login page with a grey header containing the word 'Login' and a blue padlock icon. Below the header, there is a message: 'Due to numerous individuals compromising their credentials IT has expired the passwords on multiple accounts. If you experience problems logging in please use the "Forgot your password?" link below to reset you password.' Below the message are two input fields: 'Login Address:' and 'Password:'. Below the input fields is an orange button labeled 'LOGIN'. At the bottom of the page, there are two links: 'Forgot your password?' and 'Activate Your O-Key Account.'. At the very bottom, there is a security notice: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'.

# Detailed Instructions for Uploading Documents to Financial Aid Securely

Directory Calendar Weather Quicklinks

Custom Search

Home Logout

## Home

Area	Filename	Date Uploaded
Financial Aid	IWW19 NEW.pdf	04/23/2018 04:28 PM

This will show previously uploaded files

Choose here to upload a new file.

**Upload New File**

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**OKLAHOMA STATE UNIVERSITY**

<b>CAMPUSES</b>	<b>UNIVERSITY LINKS</b>	<b>RESOURCES</b>	<b>CAMPUS MAP</b>
Stillwater	Campus Safety	Ethics Point	
Tulsa	Diversity	Accessibility	
Center for Health Sciences	Research	Trademarks	
Oklahoma City	Extension & Engagement	Terms of Service	
Institute of Technology	Alumni & Friends	Privacy Notice	
Division of Agriculture	OSU Athletics	Webmaster	
Veterinary Medicine	America's Healthiest Campus®		
	News & Information		

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## Upload File

### File Requirements

**Size:** 5MB or less  
**Types:** Text Files (.txt)  
 Rich Text Files (.rtf, .odt, .pdf)  
 PDF Files  
 MS Word Files (.doc, .docx)  
 MS Excel Files (.xls, .xlsx)  
 Image Files (.jpg, .bmp, .png, .gif, .tif)

Browse for files to upload

Choose File to Upload

**Browse...**

**Upload** **Cancel**

Once you select the file, click upload


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Center for Health Sciences	Research	Trademarks	

http://osstate.edu

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## SECURE UPLOAD

Directory Calendar Weather Quicklinks

[Home](#) **Upload Confirmation**



[Logout](#)

Your file IWW19 NEW.pdf has been uploaded as A106 [redacted]\_R\_102.pdf.


You will receive a confirmation that your document loaded. Upload another or choose finish to exit.

[Finish](#) [Upload New File](#)

### OKLAHOMA STATE UNIVERSITY

<b>CAMPUSES</b> Stillwater Tulsa Center for Health Sciences Oklahoma City Institute of Technology Division of Agriculture Veterinary Medicine	<b>UNIVERSITY LINKS</b> Campus Safety Diversity Research Extension & Engagement Alumni & Friends OSU Athletics America's Healthiest Campus ® News & Information	<b>RESOURCES</b> Ethics Point Accessibility Trademarks Terms of Service Privacy Notice Webmaster	<b>CAMPUS MAP</b>  
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## SECURE UPLOAD

Directory Calendar Weather Quicklinks

**Secure Upload Logout:** You are now finished.

You are now Logged Out. If you wish to log in again click [here](#).

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