Accepting Your Direct Loans

1. Go online to [https://my.okstate.edu](https://my.okstate.edu) to login to your Banner portal.
   - Go to Self-Services found under the Applications tab located at the top, middle of the screen
   - Go to Financial Aid tab
   - Go to Award
   - Go to Award for Aid Year → Select aid year.
   - Click “Submit”
   - “Terms and Conditions” must be accepted or declined before you can accept your aid
   - Go to “Accept Award Offer” tab
   - You may choose to accept or decline. You may accept a partial amount under “Accept Partial Amount”. It cannot be less than $100 dollars or more than the Offered Amount.
     - NOTE: The amount you enter for “Accept Partial Amount” will be split across the academic year (three trimesters) and not for one specific term! If you want to accept a partial amount for one term, contact the Financial Aid & Scholarships Office.
   - Click Save/Submit

2. Go online to [https://www.studentaid.gov](https://www.studentaid.gov) to complete your Master Promissory Note and Entrance Counseling
   - Sign in using your FSAID.
   - Click on “Complete Aid Process”
   - Select Step 4 “Complete Loan Agreement” Complete MPN for Subsidized/Unsubsidized Loans
   - Select Step 5 “Complete Entrance Counseling” select “First Loan”
   - If you are a first time borrower of loans from our school your loans will be disbursed 30 days after the first day of classes.
   - IF you are enrolled in at least 6 hours, but some of your classes do not begin until the 2nd 8 weeks, your loans will not disburse until you are attending at least 6 hours in the 2nd 8 weeks.

IMPORTANT: We cannot disburse loans to any student who does not have a completed Master Promissory Note and Entrance Counseling!