



Accepting Your Direct Loans

1. Log in to your Banner Portal at my.okstate.edu and select OSUIT campus.
 - Click the Self-Service icon
 - Go to the Financial Aid tab
 - Click the Offer link
 - Scroll down to your Loan offerings and select Accept, Decline, or Modify from the dropdown menu next to each loan. **A partial amount accepted must be at least \$100 and cannot exceed the amount offered.**
 - Click Submit
 - You will see a popup of "Terms and Conditions" that will need to be accepted before loans will update as accepted.

Respond to Title IV Authorization and Prior Year Charges:

Go to the Financial Aid "Home" tab and respond to the "Questions from the Financial Aid Office"

- 1) Title IV Authorizations
 - Allows OSUIT to pay non-institution charges such as bookstore charges with your (Title IV) federal funds.
- 2) Prior Year Charges
 - Allows OSUIT to pay up to \$200 from one aid year charges with the following aid year funds
 - Accept or Decline
 - Submit

If you have already responded to these during the current aid year, this option will not be available.

2. Visit www.studentaid.gov to complete your [Master Promissory Note \(MPN\)](#) and [Entrance Counseling](#)
 - When prompted, select your role: "I'm an Undergraduate Student" and click "Log In To Start".
 - Use your FSA ID and password to log in.
 - Click on Loans and Grants, then:
 - Master Promissory Note (MPN): Follow the instructions to complete the MPN.
 - Loan Entrance Counseling: Follow the instructions to complete the entrance counseling modules.

IMPORTANT:

We cannot disburse loans to any student who has not completed MPN *and* Entrance Counseling!

If you are a first-time borrower of loans, your loans will be disbursed 30 days after the first day of classes.

If you are enrolled in at least 6 hours but have classes that do not begin until the 2nd eight weeks, your loans will not be disbursed until you are attending those classes.