

Steps to Accepting Financial Aid

To accept your offered financial aid award(s) log on to AP OneStop. OneStop is the University's one-stop shop for accepting financial aid, checking e-mail, reviewing grades and more. The following steps can help you through the process:

1. Go to <http://onestop.apsu.edu> to log in.
 - Enter your APSU ID number. Your ID number is the letter "A" followed by eight digits. For example: A00345678.
 - Enter your password.
 - If you have used the APSU Self Service system in the past, your password is the same as your Self Service pin number. It is a six-digit number.
 - If you NEVER have used the Self Service system, your password is your six-digit birth date. For example, if you were born on Nov. 30, 1990, your password is 113090.
 - If you cannot remember your password, you can reset it by following these steps:
 - Go to <https://apbrss2.apsu.edu>
 - Enter your APSU ID number.
 - Click the "Forgot Pin?" button.

Still can't log in? If you are a current student, please call the Registrar's Office at (931) 221-7121. If you are a new student registering for the first time, call the Office of Admissions at (931) 221-7661.

2. Once you have logged in, click on the "**Web Self Service**" tab.
3. Click on the "**Financial Aid and Veterans Affairs**" link.
4. Click on "**Financial Aid Status**"
5. From the dropdown menu, choose "**Aid Year 2009-2010**"
6. Click "**Submit**".
7. Next to the information icon, read the statement to ensure your award has been based on the correct campus (Main Campus or Fort Campbell).
 - If you have not been awarded for the correct campus, go to https://www.apsu.edu/secure/financialaid/chg_enr_period.htm to notify our office of the necessary campus change. STOP! Your award must be updated before you can accept it through OneStop.
 - If your award is correct, continue to step 8.

8. Click on the “**Financial Aid and Veterans Affairs**” tab.
9. Click on the “**Award**” link.
10. Click on the “**Award for Aid Year**” link.
11. Click “**Accept Award Offer**” tab
12. Keep these points in mind when accepting/declining your financial aid award:
 - In the Accept Award column, use the dropdown menu to “Accept” or “Decline” each offered award amount.
 - If you have previously chosen a lender, you will only need to accept or decline your loan.
 - If you wish to select a lender not listed, please contact our office.
 - If you have never chosen a lender, choose your lender by using the dropdown menu in the Lender column. You may review lender benefits at <http://www.schoollenderlist.com/apsu-staff>.
 - If this is the first time you’ve taken out a student loan OR you’re changing lenders, visit <http://www.schoollenderlist.com/apsu-staff> to sign your master promissory note.
 - If this is the first time you’ve taken out a student loan, go to <http://mappingyourfuture.org/oslc/counseling/index.cfm?act=Intro&OslcTypeID=1> to complete your entrance counseling session.
13. To accept and view information concerning the Federal Parent Plus Loan program, your parent(s) may apply online using one of our frequently used electronic lenders listed at the following web page: http://www.apsu.edu/financialaid/PLUS_loan.htm
14. Once you’ve entered your decisions, click “Submit Decision.”
15. If all of your financial aid is not listed on your award page, complete the Additional Resource form at http://www.apsu.edu/financialaid/forms/Addl_Fin_Aid_Form.pdf

