• Access the OSU Portal using the O-Key Sign In Service at my.okstate.edu use your OSU email address and password to login

• When logged in you should see a screen similar to the following. **DO NOT** click on the Employee Tab on the ‘myokstate’ page; click Self Service.

• Click on Self Service in the ‘Applications’ block

• The Self Service Main Menu will appear; click the EMPLOYEE tab

• Make sure you use the EMPLOYEE tab on the Self Service Main Menu anytime you need to access your Time Sheet or Leave information.

• Click on the Employee Tab
When Access Time Sheet, or Leave information make sure you are clicking on the Employee Tab on the **Self Service Main Menu**