

## Purchasing School Activities using OSP

### Before you begin

1. Have your VISA or Mastercard credit card or debit card information in hand before you start the checkout process.
2. When you create your OSP user account you will add your students to your account. If you do know their student ID, be sure to assign a unique number (7 to 12 digits) for **each** student in the Student ID field; phone numbers can also be used.

### How to make a purchase

1. Open a Web browser and go to the following web address <http://osp.osmsinc.com/cms/>
2. On the left hand side of the screen under schools, navigate to and click the school that you wish to make the make your payment.

Note: Screen shots may not reflect your school district.



3. A list of available activities for online payment is listed. If you do not see the activity listed then it is not available to make online payments at this time.

Home :: SECONDARY SCHOOL :: Powhatan High

Schools

- ELEMENTARY SCHOOL
- SECONDARY SCHOOL
  - Powhatan High**
  - Pocahontas Middle
  - Powhatan Junior High

## Powhatan High

Select Activity

Activity No	Activity Name	Teacher / Sponsor	Grade Level	Course / Class	Activity Date	Price
AH001-2	<b>Behind the Wheel</b>	Woodson, Jim	N/A	Driver's Ed	7/1/2012	\$185.00
In car drivers education. NOT AVAILABLE TO SOPHOMORES. Please wait until you have been instructed by your coach to pay.						
AH001-3	<b>2013 Year Books</b>	Nelson, Melissa	All	NA	7/1/2012	\$40.00
The Big Chief - present school year						
AH001-4	<b>Hall Lockers</b>	Lucas, Carol	All	NA	7/25/2012	\$3.00
Hall Lockers are required for all students						
AH001-5	<b>Parking Permit</b>	Holloway, Kim	N/A	NA	8/6/2012	\$25.00
Tenth graders need approval from Asst. Principal Kim Holloway before they can purchase a permit. Available for 11th and 12th grade students 25.00 permit reduced after 3/1/ to 12.50						
AH001-6	<b>P.E. Shorts</b>	Conner, Gregg	All	NA	7/25/2012	\$8.00
Orange PE shorts						
AH001-7	<b>P.E. Shirt</b>	Conner, Gregg	All	NA	7/25/2012	\$8.00
Grey Tee PE uniform						

- Click on the activity you wish to make payment.
- Click the Add to Cart button.

Home :: SECONDARY SCHOOL :: Powhatan High

Site Menu

- HOME
- LOG OUT

School Courses

- ELEMENTARY SCHOOL
- SECONDARY SCHOOL
  - Powhatan High (50)**
  - Pocahontas Middle (9)
  - Powhatan Junior High (11)

## 2013 Year Books

Activity No: AH001-3

Sponsor/Teacher Nelson, Melissa  
Activity Date 7/1/2012  
Grade Level All

Your Price **\$40.00**

Qty

1

Add To Cart

Print This Page

- You will then be taken to your shopping cart

## Shopping Cart

1 Item in Cart

Activity Name	Price	Quantity	Total
AH001-3 <b>2013 Year Books Powhatan High</b>	\$40.00	1	\$40.00 x

Make any changes above?

Update

Sub Total: \$40.00

Continue Shopping

Checkout

- To pay for more activities and add them to your cart click the Continue Shopping button in the lower left hand corner and place additional activities in your cart.

**Note: You may only make payments to one school at a time.**



- When you are done adding activities to your cart click the Checkout button

If you are a new user fill out the appropriate fields on the right hand column of the Sign In Screen and click the “Create New” button.

If you are an existing user log in using your user credentials in the left hand column and click the “Login” button

## Sign In

Current Users

Username:

Password:

Login

[Forgot Your Password? Click Here.](#)

New Users

Username:

Email:

First Name:

Last Name:

Password must be at least 8 characters long.

Password:

Confirm Password:

Password Hint:

Password Answer:

Create New

- Select the student for which you are making a payment.

If the student you are making a payment for is not listed (or you have not set up any students yet), you will need to add them to your user profile.

To Add a student:

HOME

SIGN OUT

YOUR ACCOUNT

CUSTOMER SERVICE

SEARCH

VIEW CART

## Step 1 of 4 - Assign Student Profile to Activity

1 Item in Cart

Add Student Profile

New users must add the student profile here, otherwise select student profile below.

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
AH001-3 2013 Year Books Powhatan High	\$40.00	- Select Student Profile -		\$40.00
				Sub Total: \$40.00
				Next

- a. To add a student to your profile, click the Add Student Profile button on the upper right hand side of the screen.
- b. Enter in the First Name, Middle Initial, Last Name and Student ID for the Student then click the “Save Changes” button.

HOME SIGN OUT YOUR ACCOUNT CUSTOMER SERVICE SEARCH VIEW CART

Your Account

ADDRESS BOOK

ORDER HISTORY

CHANGE EMAIL

CHANGE PASSWORD

CHANGE NAME

STUDENT PROFILE

Home :: Your Account :: Edit Student Profile

Edit Student Profile

First, MI: Lucas

Last: Bohn

Student ID: 7037288394

Field of Study

ELEMENTARY SCHOOL

Cancel

Save Changes

- c. You will now see the student in the ‘Select Student Profile’ Field. You will only need to add the student to your profile **one** time; it will be saved to your user profile from now on.

HOME SIGN OUT YOUR ACCOUNT CUSTOMER SERVICE SEARCH VIEW CART

Step 1 of 4 - Assign Student Profile to Activity

1 Item in Cart

Add Student Profile

New users must add the student profile here, otherwise select student profile below.

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total	
AH001-3 2013 Year Books Powhatan High	\$40.00	Bohn ,Lucas	Bohn ,Lucas 7037288394	\$40.00	Delete

Sub Total: \$40.00

Next

10. Click the Next button on the lower right hand corner of the screen
11. Enter in your credit card billing address

## Step 2 of 4 - Address

**i** Please enter your credit card billing address information. The name and address below must match those used by your credit card company exactly or the transaction will not be approved or processed.

### Bill To:

Country:

First, MI:

Last:

Address:

City:

State, Zip:

Phone:

Previous

Next

12. Enter in your Credit Card/Debit Card information.

**Note: Only VISA and Mastercard credit cards and debit cards are accepted.**

## Step 3 of 4 - Payment

### Payment:

☐ Credit Card

Card Type:

Card Number:

Exp. Date:  /

Security Code:  [What's this?](#)

Name On Card:

Previous

Review Order

13. Click the "Review Order" button.



## Step 4 of 4 - Review Order

Sold To:  
Michael Bohn  
22026 Stone Hollow  
Ashburn, VA 20148  
United States  
7037288394

Activity No	Activity Name	Assigned Student Profile	Price	Quantity	Line Total
AG200-OBLIG2	After Care Farmington Woods Child Care	Bohn ,Lucas 7037288394	\$25.00	1	\$25.00

SubTotal:	\$25.00
Tax:	\$0.00
Shipping:	\$0.00
Handling Fee:	\$1.00
	<hr/>
	\$26.00

☐ By selecting this box the user agrees to the [payment terms](#) outlined by Online School Management Systems Inc. Credit Card and eCheck transactions will appear as ONLINE SCHOOL PYMNT on your billing statement. Please direct all billing disputes to your local school administrator.

[Previous](#)

[Place Order](#)

14. Be sure to select the payment terms checkbox at the bottom of the screen.

Note: Your credit card statement or debit card line item will read ONLINE SCHOOL PYMNT for this order.

15. Click the "Place Order" button at the bottom of the page.

You have completed your online payment. A receipt is also emailed to the email address provided in your user account.