

# Elementary Schools – OSP Guide



## 1. Create an account/Log In:

- Go to <https://osp.osmsinc.com/HanoverVA>
- Click on silhouette icon in top right corner of page
- Create your account by filling in the required info  
OR
- Sign in as Current User if you already have an account.

SIGN IN

**Current Users**

\* Username  
required

Password  
required  
Password must be atleast 8 characters long

Remember Me [Forgot Username/Password?](#)

Login

**New Users, Please Create an Account**

To create a new account, please fill in the form fields below.

Username required

Email required

First Name required

Last Name required

Password required 8+ characters

Confirm Password required

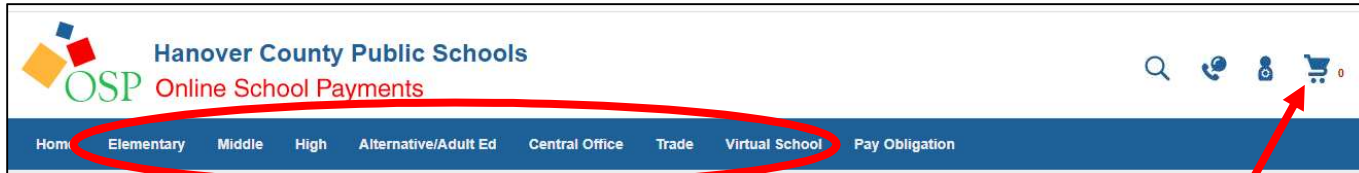
Password Hint

Password Answer

Create New

## 2. Pay Student Fees (art, agendas, field trips, etc.)

- Use the top menu bar to navigate to the school associated with the item you wish to purchase, select the items\* and add them to your cart:



*\*If an item you wish to purchase is not listed, please contact your school's bookkeeper.*

## 3. Check Out

- If you are not there already, navigate to your cart by clicking on the cart icon in the top-right
- Click **Checkout** and follow the directions on the screen
- Some items require you to Select Student Profile from drop down. If your student is not listed, Click "Add Student"

1 Item In Cart

Use the Select Student Profile dropdown box for each item in your cart unless the activity has "No Profile Required" indicated in grey. If you do not have student assigned to your profile to select in this drop down, please click the grey ADD STUDENT PROFILE button to add student to your profiles.

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
FY011-VAR6 Library Fines	\$1.00	Select Student Profile		\$1.00
Subtotal:				\$1.00

Next

- **Note:** The **Service Fee** in your cart is a 4% fee charged by OSP to process online card transactions. A \$5.00 art fee would have a \$0.20 service fee for a total of \$5.20.