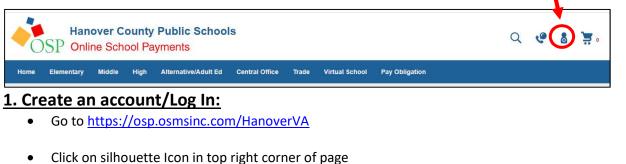
## Middle and High Schools – OSP Guide



OR

Scroll down to "For Middle and High school students, to pay obligations please click here" then Click on "here"

For Middle and High school students, to pay obligations please fick he

Create your account by filling in the required info OR

Sign in as Current User if you already have an account

C	current Users	To c	New Users, Please Create an Account				
* Username		Username		Email			
required		required		required			
Password		First Name		Last Name			
required	۲	required		required			
Password must be atlea		Password	8+ characters	Confirm Password			
Remember Me	Forgot Username/Password?	required		required			
Login		Password Hint		Password Answer			
		Create New					

## 2. Pay Obligations (Required Course Fees) – Only certain middle and high school courses have fees.

\*\*If you have fees for more than one school, you must do a separate transaction for each school \*\*

Click Pay Obligation from the top menu bar, Select Student Profile, Select School

Home	Elementary	Middle	High	Alternative/Adult Ed	Central Office	Trade	Virtual Schoo	Pay Obligation	
HOME ::	PAY OBLIGATION								
DE		LIGATI	ON P/	YMENT					
								-	
	Student Profile	ا بد و بافاد او او ب						- Select Student Pi	ofile - 🗸
(II Stud	ent is not listed	add them	by clickin	g nere)				L	
Assigne	ed Student Profi	ile							
Filter O	bligation by Sch	loor					(	- Select School -	~
Amoun	t To Pay							S	
Detaile	d Ob <mark>l</mark> igation Am	iount To Pa	iy						
							Cancel	Add to Cart	

• If student not in dropdown, add student by clicking under Select Student Profile "(if Student Is not listed add them by clicking here)"

Home	Elementary	Middle	High	Alternative//	duit Ed
HOME ::	PAY OBLIGATION				
DET	TAILED OB	LIGATI	ON P/	AYMENT	
Select S	Student Profile				
(if Stude	ent is not listed	add them b	y clickin	g here)	
Assigne	ed Student Profi	le			

Fill out info. Include **First Name**, **Last Name**, and **Student ID** (do not include Middle Name) – this is how OSP populates fee obligations for your student's registered courses. Repeat as necessary to add additional students.

• Once you've indicated your student and their school, any fees associated with the courses they are currently registered for will populate below. Click the checkbox in the **Pay** column and then **Add to Cart**:

ID	Description	Oblig Type	Oblig Date	Amount	Pa
2847842C194	28 - Graphic Arts I C194 Graphic Arts I 43-1425.00	Graphic Arts	08/20/2019	\$16.00	
2847842FA01	28 - Art I FA01 Art I 43-1040.00	Art Department	08/20/2019	\$16.00	6

## 3. Pay Other Student Fees (agendas, yearbook, field trips, spirit wear, 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. Some items require you to open the item and choose options from a dropdown.

Hanover County Public Schools Online Select Payments	Q	e	8	1
Hk 🔹 Elementary Middle High Alternative/Adult Ed Central Office Trade Online School Pay Obligation				
		7	-	

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

## 4. Check Out

- Navigate to your cart by clicking on the cart icon in the top-right
- Click **Checkout** and follow the directions on the screen
- *Note:* The **Service Fee** in your cart is a 4% fee charged by OSP to process online card transactions. A \$20.00 course fee will have a \$0.80 service fee for a total of \$20.80.
- You will have to assign the student to each fee that is not an obligation