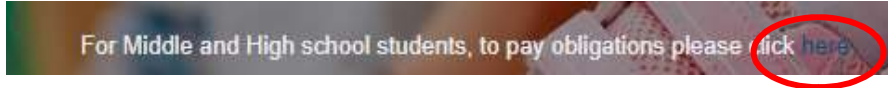


Middle and High Schools – OSP Guide



1. Create an account/Log In:

- Go to <https://osp.osmsinc.com/HanoverVA>
- Click on silhouette Icon in top right corner of page
OR
Scroll down to “For Middle and High school students, to pay obligations please click here” then Click on “here”



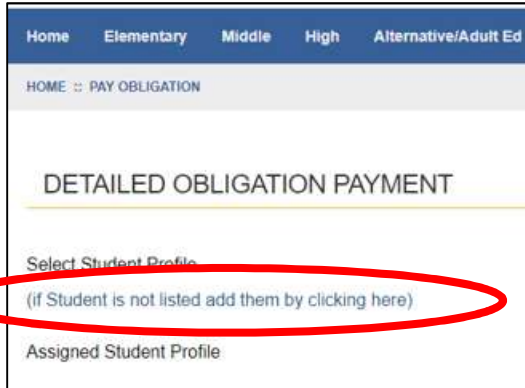
- Create your account by filling in the required info
OR
Sign in as Current User if you already have an account

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**

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



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**:

Detailed Obligation Amount To Pay

ID	Description	Oblig Type	Oblig Date	Amount	Pay
2847842C194	28 - Graphic Arts I C194 Graphic Arts I 43-1425.00	Graphic Arts	08/20/2019	\$16.00	<input type="checkbox"/>
2847842FA01	28 - Art I FA01 Art I 43-1040.00	Art Department	08/20/2019	\$16.00	<input type="checkbox"/>

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.



**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