

Purchasing School Activities using OSP

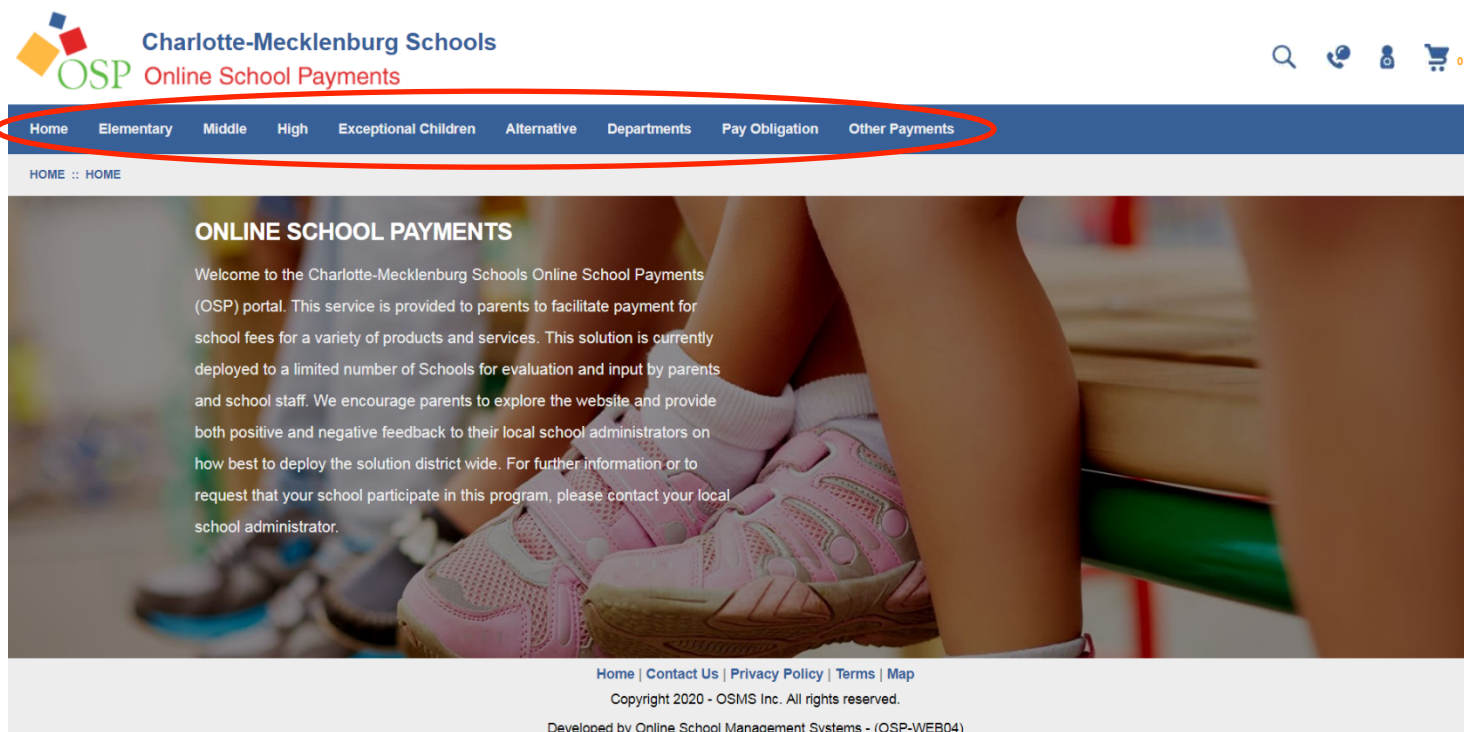
Before you begin

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 <https://osp.osmsinc.com/ClevelandNC/>
2. On the top of the screen, navigate to and click the school that you wish to make the make your payment. Our school is listed under High- Cleveland Early College High School

Note: Screen shots may not reflect your school district.



Charlotte-Mecklenburg Schools
OSP Online School Payments

Home Elementary Middle High Exceptional Children Alternative Departments Pay Obligation Other Payments

HOME :: HOME

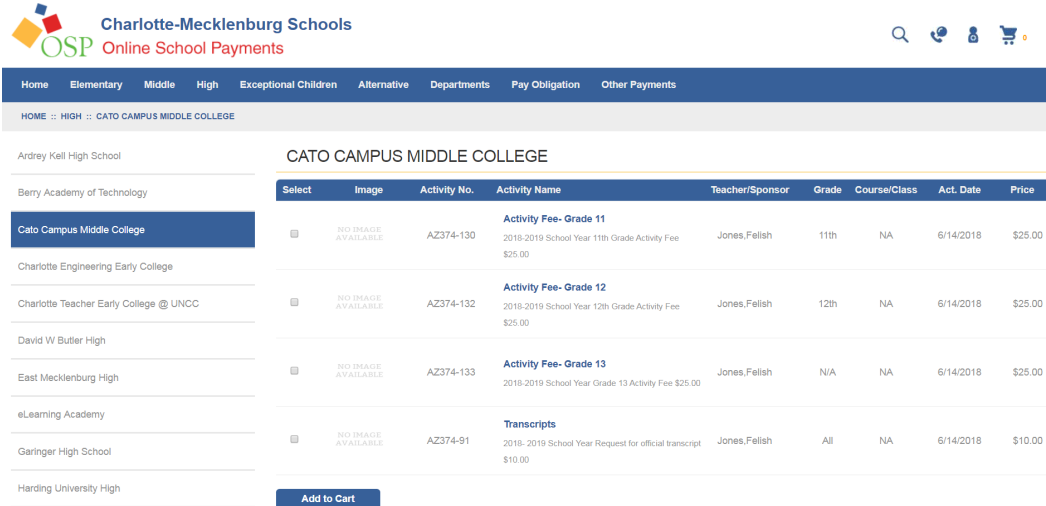
ONLINE SCHOOL PAYMENTS

Welcome to the Charlotte-Mecklenburg Schools Online School Payments (OSP) portal. This service is provided to parents to facilitate payment for school fees for a variety of products and services. This solution is currently deployed to a limited number of Schools for evaluation and input by parents and school staff. We encourage parents to explore the website and provide both positive and negative feedback to their local school administrators on how best to deploy the solution district wide. For further information or to request that your school participate in this program, please contact your local school administrator.

[Home](#) | [Contact Us](#) | [Privacy Policy](#) | [Terms](#) | [Map](#)
Copyright 2020 - OSMS Inc. All rights reserved.
Developed by Online School Management Systems - (OSP-WEB04)

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

4. Click on the product you wish to make payment



Charlotte-Mecklenburg Schools
OSP Online School Payments

Home Elementary Middle High Exceptional Children Alternative Departments Pay Obligation Other Payments

HOME :: HIGH :: CATO CAMPUS MIDDLE COLLEGE

Andrey Kell High School

Berry Academy of Technology

Cato Campus Middle College

Charlotte Engineering Early College

Charlotte Teacher Early College @ UNCC

David W Butler High

East Mecklenburg High

eLearning Academy

Garinger High School

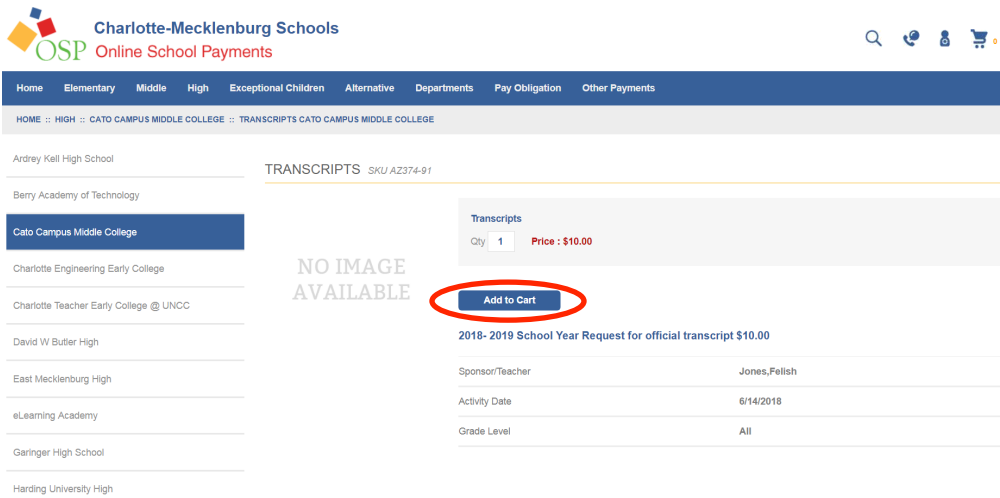
Harding University High

CATO CAMPUS MIDDLE COLLEGE

Select	Image	Activity No.	Activity Name	Teacher/Sponsor	Grade	Course/Class	Act. Date	Price
<input type="checkbox"/>	NO IMAGE AVAILABLE	AZ374-130	Activity Fee- Grade 11 2018-2019 School Year 11th Grade Activity Fee \$25.00	Jones,Felish	11th	NA	6/14/2018	\$25.00
<input type="checkbox"/>	NO IMAGE AVAILABLE	AZ374-132	Activity Fee- Grade 12 2018-2019 School Year 12th Grade Activity Fee \$25.00	Jones,Felish	12th	NA	6/14/2018	\$25.00
<input type="checkbox"/>	NO IMAGE AVAILABLE	AZ374-133	Activity Fee- Grade 13 2018-2019 School Year Grade 13 Activity Fee \$25.00	Jones,Felish	N/A	NA	6/14/2018	\$25.00
<input type="checkbox"/>	NO IMAGE AVAILABLE	AZ374-91	Transcripts 2018- 2019 School Year Request for official transcript \$10.00	Jones,Felish	All	NA	6/14/2018	\$10.00

Add to Cart

5. Click the Add to Cart button.



Charlotte-Mecklenburg Schools
OSP Online School Payments

Home Elementary Middle High Exceptional Children Alternative Departments Pay Obligation Other Payments

HOME :: HIGH :: CATO CAMPUS MIDDLE COLLEGE :: TRANSCRIPTS CATO CAMPUS MIDDLE COLLEGE

Andrey Kell High School

Berry Academy of Technology

Cato Campus Middle College

Charlotte Engineering Early College

Charlotte Teacher Early College @ UNCC

David W Butler High

East Mecklenburg High

eLearning Academy

Garinger High School

Harding University High

TRANSCRIPTS SKU AZ374-91

NO IMAGE AVAILABLE

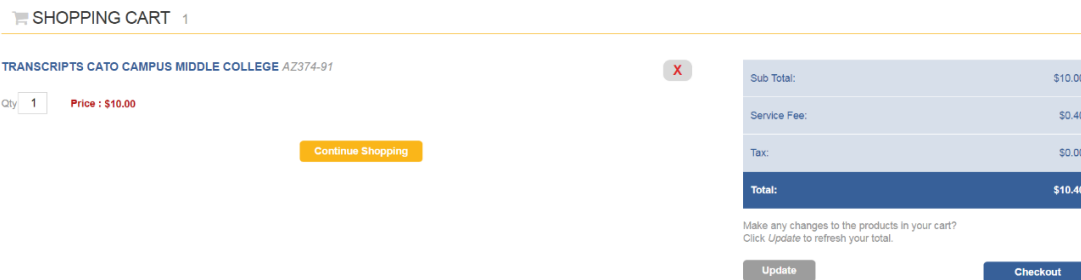
Transcripts
Qty: 1 Price: \$10.00

Add to Cart

2018- 2019 School Year Request for official transcript \$10.00

Sponsor/Teacher	Jones,Felish
Activity Date	6/14/2018
Grade Level	All

6. You will then be taken to your shopping cart



SHOPPING CART 1

TRANSCRIPTS CATO CAMPUS MIDDLE COLLEGE AZ374-91

Qty: 1 Price: \$10.00

Continue Shopping

Sub Total:	\$10.00
Service Fee:	\$0.40
Tax:	\$0.00
Total:	\$10.40

Make any changes to the products in your cart?
Click Update to refresh your total.

Update Checkout

7. To pay for more activities and add them to your cart click the Continue Shopping button in the middle of the screen and place additional activities in your cart. **Note: You may only make payments to one school at a time.**

8. When you are done adding products 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		New Users, Please Create an Account	
		To create a new account please fill in each of the form fields below.	
Username	Username	Email	
<input type="text" value="required"/>	<input type="text" value="Pbanks"/>	<input type="text" value="Pbanks@gmail.com"/>	
Password	First Name	Last Name	
<input type="text" value="required"/>	<input type="text" value="Phillip"/>	<input type="text" value="Banks"/>	
<small>Password must be atleast 8 characters long</small>	<small>8+ characters</small>	Confirm Password	
<input checked="" type="checkbox"/> Remember Me Forgot Username/Password?	<input type="text" value="....."/>	<input type="text" value="....."/>	
<input type="button" value="Login"/>	Password Hint	Password Answer	
	<input type="text" value="nephevs nickname"/>	<input type="text" value="william"/>	
	<input type="button" value="Create New"/>		

8. 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:

STEP 1 OF 4 - ASSIGN STUDENT PROFILE TO ACTIVITY

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 students assigned to your profile to select in this drop down, please click the grey ADD STUDENT PROFILE button to add student(s) to your profile.

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
AZ374-91 Transcripts Cato Campus Middle College	\$10.00	-Select Student Profile-		\$10.00 <input type="button" value="X"/>
Subtotal:				\$10.00

- 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” button.

YOUR ACCOUNT - WELCOME BACK PHILLIP BANKS

Account Menu

- Address Book
- Order History
- Change Email
- Change Password
- Change Name
- Student Profile

ADD STUDENT PROFILE

First Name :

Middle Name :

Last :

Student ID :

For those making a purchase on behalf of a student, the student ID number is the **number on the student ID card**. You can also call your school's main office for assistance.

- a. 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.

STEP 1 OF 4 - ASSIGN STUDENT PROFILE TO ACTIVITY

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 students assigned to your profile to select in this drop down, please click the grey ADD STUDENT PROFILE button to add student(s) to your profile.

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
AZ374-91 Transcripts Cato Campus Middle College	\$10.00	<div style="border: 2px solid red; border-radius: 50%; padding: 5px;"> -Select Student Profile- -Select Student Profile- Banks ,Will </div>		\$10.00 <input style="float: right;" type="button" value="X"/>
			Subtotal:	\$10.00

9. Click the Next button on the lower right-hand corner of the screen



10. Enter in your credit card billing address. Be sure that your phone number does not contain any dashes (-) or parenthesis ().

STEP 2 OF 4 - ADDRESS

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:

First: Phillip
Last: Banks
Country: United States
Address: 22375 BRODERICK DR STE 130
City: STERLING
State: VA
Zip: 20166
Phone: required

12. Review Your Order.

STEP 3 OF 4 - ORDER REVIEW

Sold To:

Phillip Banks
22375 BRODERICK DR STE 130
STERLING, VA 20166
United States

Activity Name	Assigned Student Profile	Price	Quantity	Line Tot
AZ374-91	Banks ,Will	\$10.00	1	\$10.00
Transcripts Cato Campus Middle College	012345			

Purchase Notes (Not Required)

[Empty text box for purchase notes]

Subtotal	\$10.00
Tax	\$0.00
Service Fee	\$0.40
Amount Due:	\$10.40

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 **Next**

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

14. Click the "Next" button.



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

Note: Only **VISA** and **Mastercard** credit cards and debit cards are accepted You have completed your online payment. A receipt is also emailed to the email address provided in your user account.

STEP 4 OF 4 - PAYMENT

Payment:

Credit Card

Card Type

MasterCard

Card Number

4111111111111111

Exp. Date

2 / 2025

Security Code

123 What's this?

Name On Card

Phillip banks

Online School Management Systems credit card processors are compliant to the highest Payment Card Industry (PCI) standards. The online school payment solution never retains access to or stores credit card information, and will never share your personal information with anyone.

Previous

Place Order

16. 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.

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