OSP Parent Instructions

Thank you for using OSP by Edlio! This document contains the instructions on how to login, add a student profile, make a payment and how to review transaction history for purchases on the OSP School School. Before you begin, we recommend that you use the most up to date version of Google Chrome.

Login

1. Navigate to the OSP School Store from any web browser using the custom web address for your school or district or navigate to www.osmsinc.com/find-my-school/ to find your specific OSP School Store.
2. Select the My Account Icon on the top right of the screen.
3. If you are a new user you may need to create an account in order to make a purchase. If you are a returning user, log in to your account.

How to add student(s) for products that require a student ID.

1. To add student(s) to your account, select **Student Profile** from the list on the left then **Add Student Profile**Input the following information:
   a. First Name
   b. Middle Name - Optional
   c. Last Name
   d. Student ID
2. Click **Save** and repeat if necessary.

How to Make a Payment Online

1. After logging in, hover over one of the tabs and click on the school name from the drop down.
2. This brings you to the school store and shows all items currently available for purchase.
3. Click on the Name of an item and change the quantity if needed**.** *Note: If the item has a $0.00 price, enter a Description(if required) and the Amount in the fields
4. Click **Add to Cart**.
   a. Repeat above steps for adding additional items to the cart for the same school.
5. Once ready, click **Checkout** in the shopping cart.
6. Follow Steps 1 Through 4 of the checkout process.
   a. Step 1 - Assign Student Profile, click **Next**.

b. Step 2 - Billing Address: Enter Billing Information then click **Next**.
   c. Step 3 - Order Review: Enter any notes, Agree to Payment Terms, and Click **Next**
   d. Step 4 - Payment, Enter in credit card information and click **Place Order**
7. The system will process the payment and generate a receipt for you

How to Review Transaction History

1. Select the My Account Icon on the top right of the screen.
2. This will bring you to your Order History and you can view details of any order that has been made.