**MDCPS STUDENTS!**

MAKE PAYMENTS FOR YOUR SCHOOL ACTIVITIES ONLINE WITH:

ONLINE SCHOOL PAYMENTS (OSP)



**BUT HOW?**

**ONLY VISA OR MASTER CARD DEBIT AND CREDIT CARDS ACCEPTED**

**AVALIABLE NOW THROUGH YOUR STUDENT PORTAL**

1. LOG INTO **STUDENT PORTAL**

2. CLICK ON **APPS/SERVICES/SITES**

3. SCROLL DOWN AND SELECT **OSP (ONLINE STUDENT PAYMENT)**

4. FROM THE SCHOOLS MENU SELECT **K-8 and K12 Schools**

5. SCROLL DOWN AND CLICK ON **BOB GRAHAM EDUCATION CTR-0091**

6. SELECT ANY ACTIVITIES YOU ARE PARTICIPATING IN BY CLICKING THE **ACTIVITY NAME**

7. ON THE ITEM PAGE, SELECT **ADD TO CART**

8. AFTER BEING SENT TO THE SHOPPING CART PAGE, SELECT **CONTINUE SHOPPING** (REPEAT STEPS 6 & 7) OR **CHECKOUT**

9. ASSIGN STUDENT PROFILE TO ACTIVITY BY SELECTING STUDENT NAME FROM THE **DOWNDROP MENU**

10. FOLLOW THROUGH **CHECKOUT PROCESS** ON SITE

11. ON THE **ADDRESS** PAGE, MAKE SURE TO USE THE **BILLING ADDRESS** ASSOCIATED WITH YOUR CREDIT CARD

12. PRINT OR SAVE THE **PAYMENT RECEIPT** FOR YOUR RECORDS