

HOW TO PURCHASE ONLINE VIA OSP

Purchases can be made through the Parent or Student Portal.

Step 1:

Login in to MDCPS Portal

Step 2:

Click on Apps/Services/Sites (Near the top of the page)

Step 3:

Click on OSP Link (Online School Payments)

Step 4:

Click on "Secondary School"

Step 5:

Choose **"School for Advanced Studies South-7091"** (REGARDLESS OF WHICH CAMPUS YOU ATTEND, YOU MUST CHOOSE THIS OPTION. THIS INCLUDES AAA.)

Step 6:

Proceed with choosing the correct activity you will be purchasing under the correct SAS or AAA campus. (Kendall, Homestead, North, Wolfson, West or AAA)

***FYI: If you are purchasing a ticket for another student, please make sure to notify your campus secretary as soon as possible after the purchase is made.

Step 7:

After purchase is made, please keep receipt as proof of purchase.

****PLEASE MAKE SURE TO PURCHASE THE ACTIVITY UNDER THE CORRECT CAMPUS. PURCHASING FROM ANOTHER CAMPUS MAY PRECLUDE YOU FROM ATTENDING THE ACTIVITY.****