

# OSP Parent Instructions

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Before you begin, **YOU WILL NEED YOUR STUDENT(S) 8 DIGIT STUDENT ID NUMBER.** You can access this via their JupiterEd account or contact the school.

## LOGIN

1. Go to <https://osp.osmsinc.com/Imagine-chancellor> or scan the QR code below.
2. Select the My Account icon on the top right of the screen.
3. New Users – create an account in YOUR name, you will add your student(s) later  
Existing Users – Log In to your account

## ADD STUDENT(S)

1. Select **Student/Employee Profile** from the drop down account menu on the left.
2. Click on **Add Student/Employee Profile**
3. Input the following information:
  - **First Name**, Middle name (optional) **Last Name**
  - **Student ID. VERY IMPORTANT!** This is their 8 digit student ID number which can be found via their JupiterEd account or by contacting the school. You **MUST** have the correct number for each student.
  - Click **SAVE**. Repeat for each student in your household.

## HOW TO MAKE A PURCHASE

1. From the home screen, click on **Elementary to Middle** on the blue bar and select **Imagine Schools – Chancellor Campus** from the drop down menu.
2. This brings you to the school store and shows all items currently available for purchase.
3. Click on the item you wish to purchase, change the quantity if needed \*Note: If the item has size options, you will be prompted to select a size.
  - Repeat for all items you wish to purchase. Note: You can add items for multiple students.
4. Click **Add to Cart**.
5. Click **Check Out**.
6. You will be prompted to **“Select Student Profile”** next to each item. Use the drop down to select the correct student for each item.
7. Click **Next** and complete payment information.

## HOW TO PAY AN OBLIGATION

An obligation is any fee specifically assigned to your student by the school.

1. From the home screen – On a computer, on the blue bar stretching across the screen, click on **“Pay Obligation”**  
On a phone, click on the 3 red lines at the top left of the screen and click on **“Pay Obligation.”**
2. Check the box for the obligation you wish to pay and **add to cart**.
  - If you have other items you wish to purchase in the same transaction, you can now go back to the home screen to navigate to the school store.
3. Proceed to **check out**.

