

Online School Payments - Parent Instructions

<http://osp.osmsinc.com/HenricoVA>

- From the Home screen under **Schools** select Special Programs, then CodeRVA Regional High School.

The screenshot shows the HCPS (Henrico County Public Schools) website. The logo on the left includes the text "HCPS HENRICO COUNTY PUBLIC SCHOOLS The right to achieve. The support to succeed." To the right, the address is listed: "Online School Payments P.O. Box 23120 3820 Nine Mile Road Henrico, Virginia 23223". A navigation bar contains links: HOME, SIGN IN, PAY OBLIGATION, OTHER PAYMENTS, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. Below the navigation bar, a breadcrumb trail reads "Home :: Special Programs :: CodeRVA Regional High School". On the left, a "Schools" sidebar lists categories: ELEMENTARY, MIDDLE, HIGH, ADULT, SPECIAL PROGRAMS, and CodeRVA Regional High School (which is highlighted). The main content area is titled "CodeRVA Regional High School" and features a "Select Activity" section with a table of activities.

Activity No.	Activity Name	Teacher / Sponsor	Grade Level	Course / Class	Activity Date	Price
EH790-2	<u>Chromebook Support Fee</u>	Ruffin,Christy	N/A	NA	1/1/1900	\$30.00
	Chromebook					
EH790-1	<u>Student Activity Fee</u>	Ruffin,Christy	N/A	NA	1/1/1900	\$5.00
	Student Activity Fee					

- Sign In or if this is your first time logging in to Online School Payments, select “New Users” enter all information requested and click “Create New”.

The screenshot shows the "Sign In" page. It has a navigation bar at the top with links: HOME, SIGN IN, PAY OBLIGATION, OTHER PAYMENTS, YOUR ACCOUNT, CUSTOMER SERVICE, SEARCH, and VIEW CART. Below the navigation bar, a breadcrumb trail reads "Home :: Sign In". The page is divided into two main sections: "Current Users" and "New Users". The "Current Users" section has fields for "Username:" and "Password:", a "Login" button, and a link "Forgot Username and/or Password? Click Here.". The "New Users" section has fields for "Username:", "Email:", "First Name:", "Last Name:", "Password:", "Confirm Password:", "Password Hint:", and "Password Answer:". A note states "Password must be at least 8 characters long." There is a "Create New" button at the bottom of the "New Users" section.

- If items are available for purchase, click on the Activity Name.

The screenshot shows the product page for the "Chromebook Support Fee". The title is "Chromebook Support Fee". Below the title, the "Activity No:" is "EH790-2" and the description is "Chromebook". On the right, the "Sponsor/Teacher" is "Ruffin,Christy", the "Activity Date" is "1/1/1900", and the "Grade Level" is "N/A". The "Your Price" is "\$30.00". There is a "Qty" field with the value "1". At the bottom, there is an "Add To Cart" button.

- If needed, adjust the quantity you wish to purchase and select Add to Cart.

- Select Continue Shopping or Checkout

Step 1 of 4 - Assign Student Profile to Activity

2 Items in Cart

Add Student Profile: 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	
EH790-2 Chromebook Support Fee CodeRVA Regional High School	\$30.00	- Select Student Profile - ▼		\$30.00	Delete
EH790-1 Student Activity Fee CodeRVA Regional High School	\$5.00	- Select Student Profile - ▼		\$5.00	Delete
				Subtotal: \$35.00	
					Next

- If a student profile is required, **select Add Student Profile**. You will need your student's ID number to complete your student profile. This can be found on report cards or official school documents. If you don't know your child's student ID number, please visit your student's school to obtain this information. Once you finish entering your student's Profile, click "Save Changes".

Edit Student Profile

First, MI:

Last:

Student ID:

For payments on behalf of **Henrico County Public School students**, you must use the valid **Henrico County Schools Student ID**. Please contact your school's main office if you need any assistance finding this ID number.
Please use your student's first and last name only when adding them to your profile. **Ignore the middle initial (MI) field.**
If you are a community member making a purchase, please use:
Student ID: 999
First Name: Community
Last Name: Member

- Select the student profile you just added from the drop down menu and click Next.
- Continue checking out by adding a billing address and payment information.
- Review Order and if everything looks fine, select Place Order.
- Print a copy of your receipt to send to the school with permission slip or order form.