

OSP Parent Instructions



Thank you for using OSP by Edlio!

- Before you begin, we recommend that you use the most up to date version of Google Chrome.
- To access your school's webstore you can visit: osp.osmsinc.com/login and then navigate through the prompts
- Once you have accessed the webstore, you can select the school from which you will be purchasing your items (for Obligations please refer to separate instructions)
- Add items to your cart one at a time. You can add more than one item to the cart by changing the number in the box before selecting "Add to Cart".
- Once you add an item to a cart you can navigate to "check out" or you can "continue shopping"
- Once you are done shopping and select "check out" you will be prompted to sign in or create an account.
- To create an account, you will use the right hand side of the screen.
- You will then be taken to cart review.

FOR ITEMS REQUIRING A STUDENT ID

- For items that require a student ID you will have to add a student to your profile which will then stay connected to your account for future purchases. Students can also be connected to more than one parent or guardian.
- To add the student account, you will click "Add Student" on the right hand side of the screen, you will then add in your student's information. If your school does not have Student ID numbers please follow the instructions provided by your school. Click Save and then navigate to the cart icon on the top right hand side to return to check out.
- Select the student from the drop down menu, click next.
- Continue to Final Checkout instructions

FINAL CHECKOUT INSTRUCTIONS

- Review or add your billing address information
- Review your purchase and ensure all is correct. If you need to include purchase notes, you can do so, but make sure you review the payment terms and click the box to proceed to putting in your credit card information.
- Enter your card information and check out! You will receive a confirmation email with an order number regarding your purchase!
- To review past purchases or update any information, you can log in and then navigate to the person in the top right hand corner and go to "order history"

Thank you for using OSP by Edlio! For support please contact helpdesk@osmsinc.com