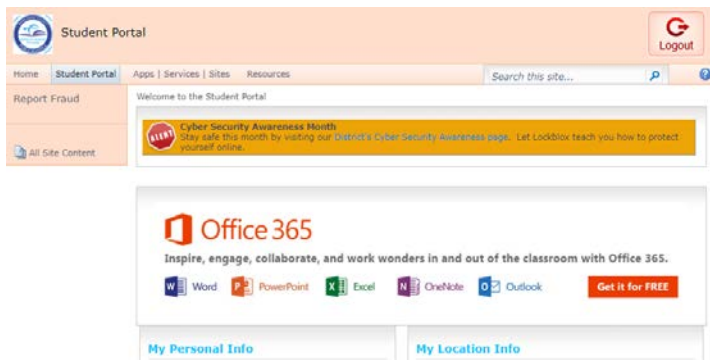
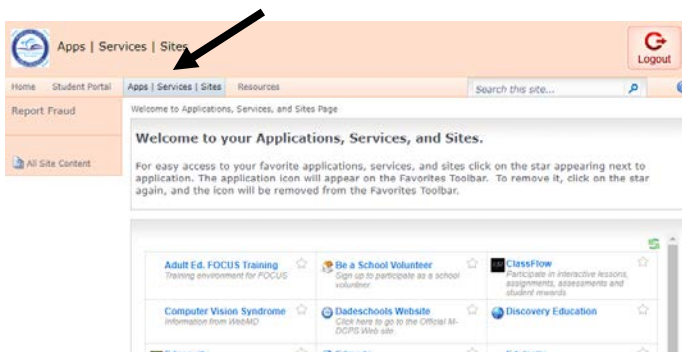


Making Online Payments for Student Trips and Fees

Step 1 – Login to your student’s MDCPS Student Portal



Step 2 – Select the “Apps/Services/Site” tab at the top of the page. Scroll down to select the “OSP” (Online School Payment) application.



Step 3 – In the OSP site, select Middle School, scroll down to select Miami Arts Studio 6-12 @ Zelda Glazer. All available trips and fees will appear listed. **Make sure to select the correct trip or fee you need to make a payment for.**



Step 4 – Add the selected trip or fee payment to your cart. In the next screen select CHECKOUT.



5- In the drop down menu, select your student's name and select NEXT.

Step 1 of 4 - Assign Student Profile to Activity

1 Item in Cart

Use the Select Student Profile drop down box below for each item in your cart unless the activity has "No Profile Required" indicated in grey. If the Student Profile is not available, please contact your local school Treasurer for assistance.

| Activity Name | Price | Select Student Profile | Assigned Student Profile | Total |
|---|------------|----------------------------|--------------------------|------------|
| M6052-8 Carnegie Hall - Chorus Trip Full Payment MIAMI ARTS STUDIO 6-12 @ZELDA - 6052 | \$1,800.00 | - Select Student Profile - | | \$1,800.00 |

Sub Total: \$1,800.00

Next

6- Complete your Credit Card Billing Address information, click NEXT.

Step 2 of 4 - Address

Please enter your credit card billing address information. The name and address below must match those used by your credit card company exactly or the transaction will not be approved or processed.

Bill To:

Country: United States

First MI: _____

Last: _____

Address: _____

City: _____

State, Zip: _____ (e.g) xxxxx (or) xxxxxxxx

Phone: _____ (e.g) xxxxxxxxxx

Previous Next

7- Input your credit card information. Click REVIEW ORDER. Once you finalize your order, print 2 copies of the confirmation. One copy for your child to turn-in as a confirmation to their teacher, and the second copy keep for your records. If you have more than one child you are making a payment for, you will need to login to each individual child's student portal to make their payment.

Step 3 of 4 - Payment

Payment:

Credit Card

Card Type: < Select A Card Type >

Card Number: _____

Exp. Date: -- / -- / --

Security Code: _____ [What's this?](#)

Name On Card: _____

Previous Review Order

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