

Parent Instructions For Viewing Student Obligations Through the Online School Payments Website

New Users

- Create a user account
- To add student(s) to your account, select **Student Profile** from the list on the left, then **Add Student Profile**.
- You will need to provide your student's 6-digit MCPS ID number*, First Name and Last Name. ***NOTE: Obligations are assigned by Student ID number. Profile names and ID numbers must match MCPS records.**
- Proceed to directions for Current Users – Step 3

Current Users

- 1) From the Wootton Online Store, Select the **Obligations** tab
- 2) Log into the OSP website
- 3) Select **Student Debts** at the top of the page (far right)
- 4) Select your student's profile from the dropdown menu
- 5) Obligations assigned to that student will populate for you to view
- 6) If remitting payment for any obligation, check the **PAY** box for all items being purchased
- 7) Select **Add to Cart**
- 8) Complete payment information and submit

Click Here to
Go Pay Obligations