

2. CLEAR LIBRARY/TEXTBOOK/SURFACE ACCOUNT

Only students who have a zero (\$0) balance on their account will obtain a device on Information Day, 8/2/18. (Fine notices were mailed home with report cards in May and emailed to parents periodically over the summer). Fine notices will also be available at the Tablet Distribution Station on Information Day. Please note that fines from other schools must be cleared directly at the previous school (ie; NMS/EPMS/CCE etc.).

Students who DO NOT have a CLEAR account on Information Day will have the opportunity to remit payment at the Media HUB circulation desk during their assigned LUNCH PERIOD beginning 8/6/18.

Fines may be paid online at Online Student Purchasing (OSP) *Students MUST print out a HARD COPY of the online receipt and submit it at the Media HUB circulation desk in order to have a fine removed.*

Directions for Purchasing Online (Online Student Platform/OSP)

PLEASE NOTE: Visa & MasterCard are accepted. Go to: <http://osp.osmsinc.com/fultonga>

- Locate Milton from the categories on the left side of the page
- Select the activity "Insert Activity Name Here 2018-2019"
- Click add to cart
- Press check out button to complete payment
- Login in if a returning user or create an account for a new user
- Assign a student to your activity (need student ID number), If you have more than one student, you will need to do this step for each student.
- If your student has been added to system, select their name from the Select Student Profile List box. Otherwise, click on Add Student Profile button. Add a new student, enter their information and press save changes button
- OSP returns to the assign student screen where you can now select the student and assign to the activity and press next button. If multiple students do for each student.
- Next enter your address and payment information - press next button to proceed
- Enter your card button
- Click review order button
- Click place order button
- Once transaction is complete, OSP will email you a Thank you message and the order number. Please PRINT THIS OFF and bring the receipt to the Media HUB to have the fine removed.

If you prefer, checks may be made out to Milton High School.

Students who are unable to obtain their device on the Student Information Day, 8/2/18, may come to the Milton High School Media HUB during their assigned LUNCH PERIOD, with the required materials, to check out a tablet for the school year.