

# SAM HOUSTON HIGH SCHOOL

## ONLINE PAYMENT INSTRUCTIONS FOR REGISTRATION

RETURNING SHHS STUDENTS AND STUDENTS COMING FROM MBMS

**We will be accepting ONLINE PAYMENTS ONLY this school year for registration!**

Online Registration will be open July 7<sup>th</sup> until August 3<sup>rd</sup> at 8am (**DEADLINE**)

Registration must be paid by deadline for student to pick up their schedule and shirts.

Pickup will be on scheduled dates for each grade.

Seniors: August 4<sup>th</sup>.... 8:30-11:00am

Juniors: August 5<sup>th</sup>... 8:30-11:00am

Sophomores: August 5<sup>th</sup>... 12:30-3:00pm

Freshman: August 6<sup>th</sup>.... 8:30-11:00am

Pick up will be at the bus dock by the band room as a drive thru pick up.

**Stay in vehicle** and put students name in **BOLD** on a paper place paper on dashboard.

You will need to know your students ID number.

This number can be found on their report card or on Student Progress Center website.

### Instructions:

1. Open [osp.osmsinc.com/CalcasieuLA](http://osp.osmsinc.com/CalcasieuLA) in any web browser.
2. Click on the three lines top left side, click on **High School**, scroll down to **Sam Houston High School** and click.
3. Select items you would like to pay for (Registration fee, senior fee, yearbook, and PBIS shirts) and **add to cart**.
4. Once you have chosen all items, **click on the shopping cart** in the upper right corner.
5. Click **checkout** under total.
6. If you are not already signed in, **sign in or create a new parent account**.
7. This will then start the Check out process. For each individual line item, you will need to **select a student profile** to give them credit for that item. Next to the Select Student Profile, click on the down arrow to display your students(s) name (s). (If your list of students is empty, select the add student profile on the right) Then click next.
8. On the Address page, type in your billing information. If there's any difference, be sure it's your billing address that is associated with your credit card. **Then click next**.
9. On the Order Review page, please make sure the order looks correct. **Select the box to agree** to the Terms and Conditions, then click next.
10. On the Payment page, **enter your credit card information**. **Click Place Order**.