

PAYMENT AND ACCOUNT INSTRUCTIONS FOR ONLINE SCHOOL PAYMENT SOFTWARE

Online School Payment (OSP) Software:

This system works better and functions most effectively with internet explorer. Some functions or pages may not work or be available with other browsers such as Google or Firefox.

To Create a new account OR login to an existing account:

From the Watauga County Schools district web page (www.wataugaschools.org). Select "For Parents and Students" at the top of the page. From the drop down menu, select "Online School Payments". Next, select "Extended Learning Centers (After School)" (at the top). Click "read more". At the bottom look for the words to pay "click here". This brings you to the log in screen. There is a log in for current users on the left and new users on the right.

If you cannot remember your username or password:

Simply select new user and create a whole new account using your student's same identification number. The system will allow you to create as many username accounts as you want or need as long as you use the correct student number- your account will be credited correctly.

If you are receiving an error message in OSP:

Send a screen shot if you are receiving a specific error message by pressing PrtScn on your computer at the point where you are having the problem or receiving an error message. Compose an email to Tonya Combs, our billing assistant at combst@wataugaschools.org Press Ctrl V to paste your screenshot into the body of your email . This will allow the software company to re-create the problem to be able to fix it.

If you are at the past due deadline and cannot get the system to work for you, please contact Tonya Combs, our billing assistant for assistance by email at combst@wataugaschools.org or by phone at (828)264-7190 Ext 20226. If she is not available, please leave a detailed voice mail with your return phone number and she will get back to you as soon as possible.

As always, we accept payments by mail or in person at:

Watauga County Schools
Margaret Gragg Education Center
Attn: After School
175 Pioneer Trail
Boone, NC 28607