**Class Trip Online Payments**

1. Login to student/parent portal
2. Go to “Apps Services and Sites” tab
3. Scroll down and click on the “OSP” tab
4. On left hand side there is a key, scroll and then click on “secondary school” tab
5. Scroll down again on left hand side and find “John A. Ferguson Senior High School” and click link
6. Click on the links, “Class of 2022 Animal Kingdom Trip”
7. Enter quantity and click “add to cart” button
8. Press “checkout” button
9. Select student from drop down menu, then click “next”
10. Fill out billing information then click “review order” button
11. Once done, your payment is complete, and a receipt will be emailed to the email on file. If you do not receive a receipt, then it is safe to say the payment did not go through. Please try again.