



1. Open your web browser and navigate to <http://www.dadeschools.net/>.
2. Login to the Student Portal using student ID and Password
3. After the portal opens, click on the Apps/Services/Sites tab
4. After the page opens, scroll down to select the "OSP" (Online School Payment) application
5. Once in OSP site scroll down to select your child's school level (elementary school), then on the name of the school, Dr. Gilbert L. Porter Elementary
6. NEXT you will observe a list of activities and fees listed that are available for purchase.
7. Add the selected trip/activity to your cart. In the next screen select CHECKOUT
8. In the drop-down menu, select your student's name and select NEXT
9. Complete your Credit Card Billing Address information, click NEXT.
10. . If you have more than one child you are making a payment for, you will need to login to each individual child's student portal to make their payment.