Mu Alpha Theta Club Dues PURCHASING ONLINE Instructions

• Go to Google Chrome: https://www.fultonschools.org/miltonhs and click on the ONLINE SCHOOL PAYMENT ICON.

Scroll down the right column along the Blue Tabs. Then select, click on the category "Mu Alpha Theta" and then click "Mu Alpha Theta Club Membership Dues 2022 -2023". 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 for your records.