Ready to start admitting and registering students for OSU’s Expanded Options Program (XOP)? Here is a short list of the steps the school Expanded Options contact person needs to follow. Details are available in documents on the XOP website at http://p12.ecampus.oregonstate.edu/xop/.

1. **Sign Agreements**
   a. Expanded Options Program Agreement *(signed by principal or superintendent)*
   b. Billing Application *(typically signed by business manager)*
   c. Student Waivers *(signed by students)*

2. **Online Processes**
   a. Admissions
      i. [http://oregonstate.edu/admissions/index.php](http://oregonstate.edu/admissions/index.php)
      ii. requires student information *(see Admissions Process document)*
      iii. produces student OSU ID and GAP *(password)*
   b. Registration *(at least 3 weeks before the start of the term)*
      i. [https://admininfo.ucsadm.oregonstate.edu/prod/twbkwbis.P_WWWLogin](https://admininfo.ucsadm.oregonstate.edu/prod/twbkwbis.P_WWWLogin)
      ii. requires OSU ID & GAP *(requires you to change GAP - keep this secure!)*
      iii. requires CRNs for all classes *[http://catalog.oregonstate.edu/](http://catalog.oregonstate.edu/)*
      iv. produces student class schedule and adds student to class roster(s)
      v. send student information (name, ID, GAP, schedule) to OSU
   c. ONID *(required for student campus computer use and online courses)*
      i. wait 1 day after Registration for data to transfer to ONID
      ii. [http://www.onid.orst.edu/](http://www.onid.orst.edu/)
      iii. click “Sign Up for ONID” *(upper left menu item)*
      iv. requires OSU ID & GAP
      v. produces student login ID name, password, e-mail account, Blackboard login
      vi. give ONID site and login information to student
   d. Blackboard *(if class is online)*
      i. [http://my.oregonstate.edu/](http://my.oregonstate.edu/)
      ii. requires student login ID and password
      iii. produces links to the student’s online classes

3. **ID Cards** *(needed for many on-campus activities including accessing reserved library books)*
   a. Student goes to the OSU ID Center *(B094 Kerr Administration Bldg.)*
   b. Requires picture ID *(driver’s license, state ID card, etc.)*
   c. Produces OSU Student ID Card with photo

4. **OSU Bookstore** *(contact for district textbook purchasing)*
   a. Justin Schafer *(call (541) 737-0033)*
   b. Set up account for district and discuss process