

Expanded Options Program School Quick Start Guide

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>
 - 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://adminfo.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/>)
 - 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/>
 - 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/>
 - 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
 - c. Online Textbook website: http://www.osubookstore.com/Textbooks_List.asp