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Sharon Hayes, Ed.D.
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Assessment Services
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Eastern Suffolk BOCES
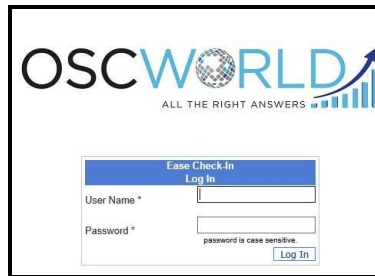Educational Services That Transform Lives

NYSESLAT K-12 OSC Box Registration 2022-23

OSC World Box Registration

1. Registration information for scoring vendor, Optimum Solutions Corporation (OSC). Boxes must be registered at least one day before intake date of Wednesday, May 31, 2023.


2. Go to http://status.oscworld.com/intake

3. ESBOCES will provide your district with a username and default password (RSS).
    a. Reset the password once you have logged in.
    b. Each district has only one login that can be shared and used concurrently.
    c. Passwords will be reset for each assessment

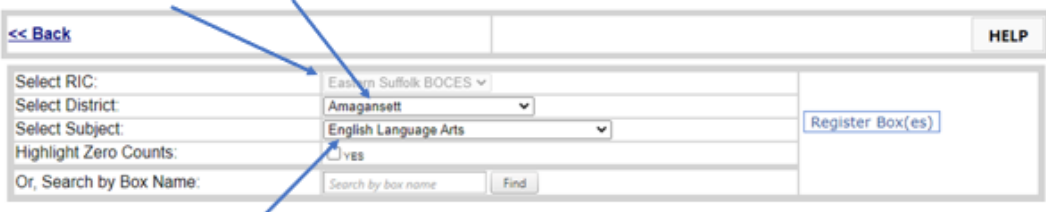4. For OSC Technical Support: Call 516-247-5300

5. After logging in you are prompted with the following screen:
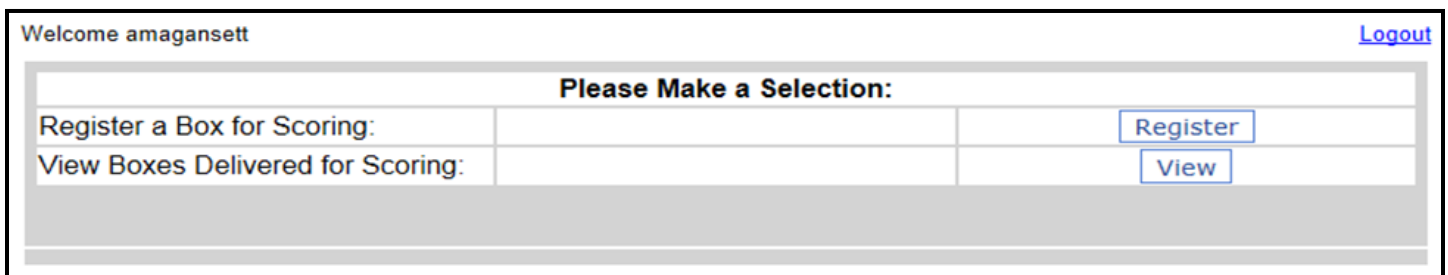
6. Choose 'Register' to register a new box or review boxes already registered for delivery

    a. A 'box' can contain tests from a single grade (the desired delivery method), tests from multiple grades, it can be an envelope.
    b. Any package delivered to the intake site is considered a 'box'.

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7. When you click the 'Register' button you are presented with the following screen:
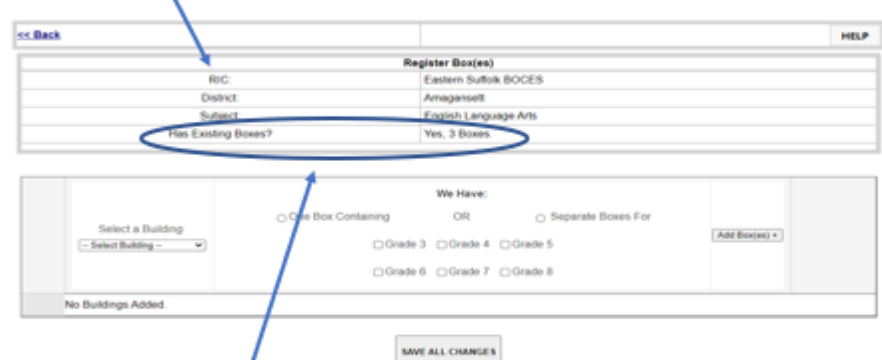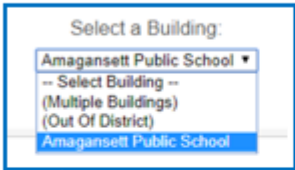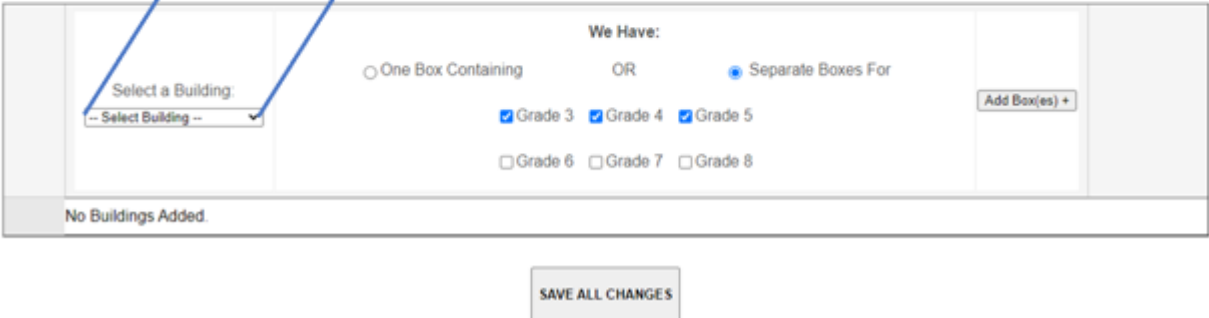
8. Selecting 'Register Box(es)' will result in the display of the following:

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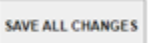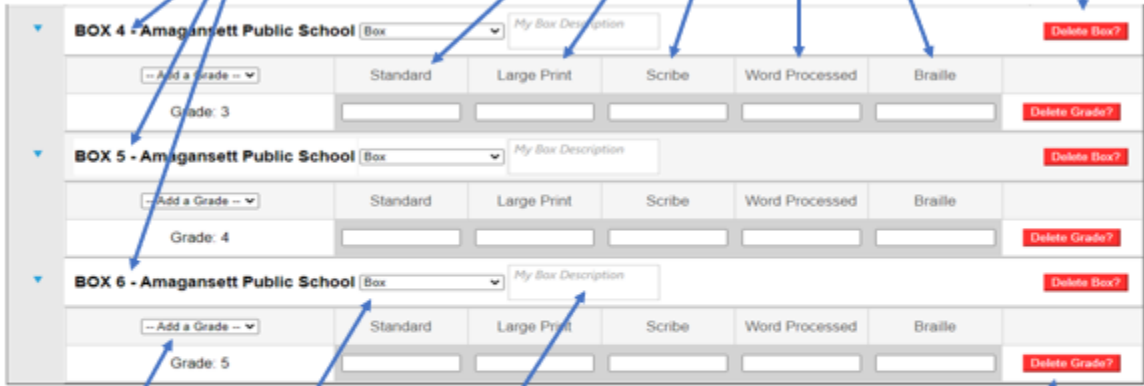
Select the building from the drop down menu:

Indicate if all grades will be together in a single box
or
if each grade will be placed into separate box.

Select the grade(s) associated with each box you have for the selected school.

Add boxes brings up the screen on the next page...

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Number indicates count of box being registered.

Enter the count of tests that fall into each category.

Click to delete a box

BOX 4 - Amagansett Public School	Box		My Box Description					Delete Box?
-- Add a Grade --	Standard	Large Print	Scribe	Word Processed	Braille			
Grade: 3								Delete Grade?

BOX 5 - Amagansett Public School	Box		My Box Description					Delete Box?
-- Add a Grade --	Standard	Large Print	Scribe	Word Processed	Braille			
Grade: 4								Delete Grade?

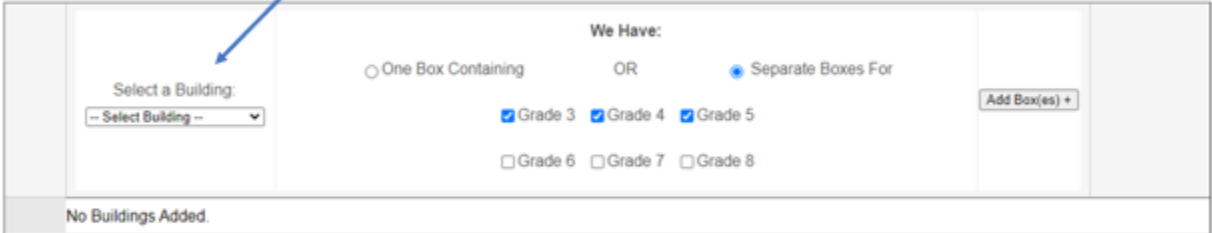| BOX 6 - Amagansett Public School	Box		My Box Description					Delete Box?
-- Add a Grade --	Standard	Large Print	Scribe	Word Processed	Braille			
Grade: 5								Delete Grade?

Click to add a grade

Enter in description of box – this will appear on box label and all information screens.

Click to delete a grade
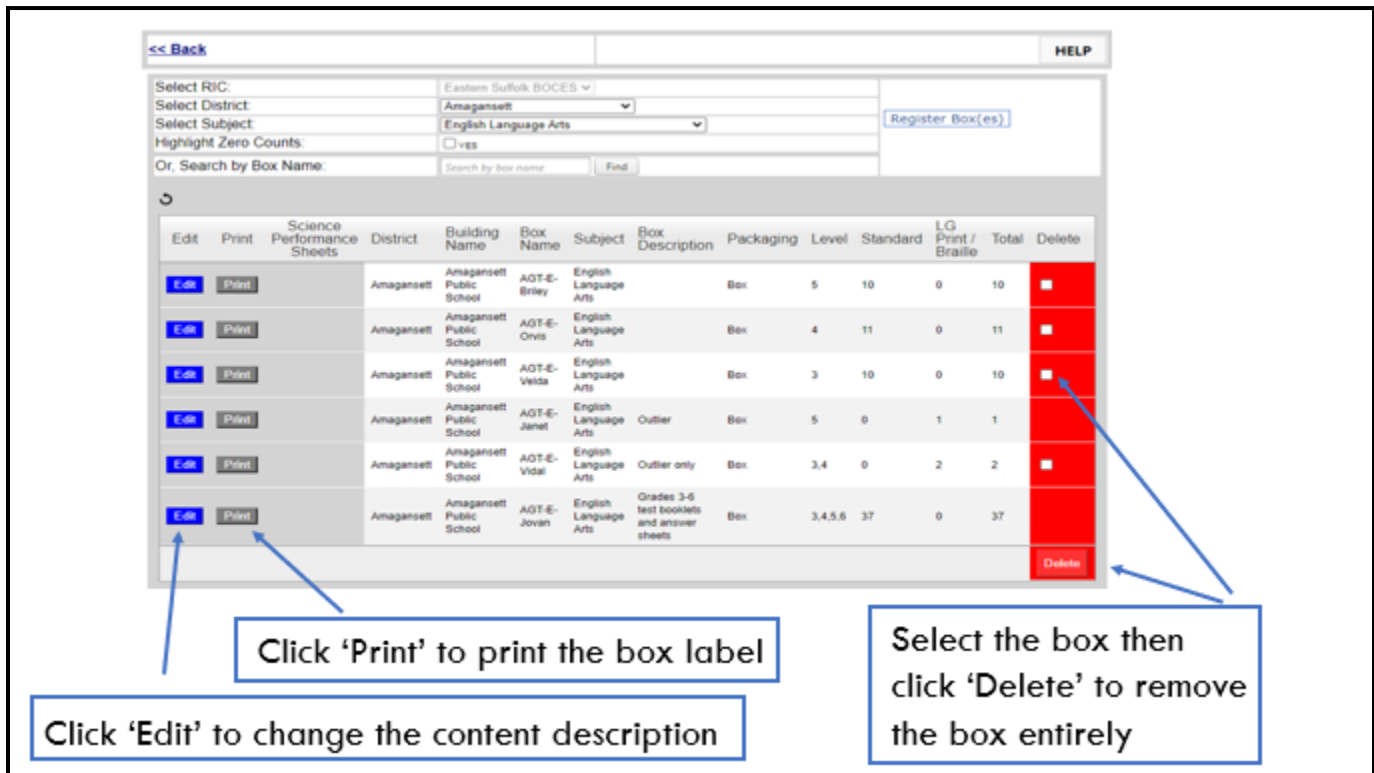
Select to change package type

When done with one building's boxes, select next building to enter in that building's boxes.

Select a Building:
-- Select Building --

We Have:

○ One Box Containing   OR   ● Separate Boxes For

☑ Grade 3 ☑ Grade 4 ☑ Grade 5

☐ Grade 6 ☐ Grade 7 ☐ Grade 8

Add Box(es) +

No Buildings Added.

SAVE ALL CHANGES

When done entering all boxes for all buildings click 'Save All Changes'.

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Click 'Print' to print the box label

Click 'Edit' to change the content description

Select the box then click 'Delete' to remove the box entirely

OSC Box Registration – Final Steps

9. The day before intake OSC will take ownership of the registered boxes. At this point the boxes can no longer be deleted.

10. Print each box's label.
11. Each box must have the correct label attached to the end of the box.
12. Link to barcode box label creation tool http://status.oscworld.com -> choose "Box Registration for Full Service Scoring"
13. Register boxes on OSC website http://status.oscworld.com/intake

14. Print out label from OSC website and affix to the end of the box so as not to interfere with the opening of the box.

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15. Example of Box Label – to be attached to the end of the box