

Registering Packages of Booklets with Optimum Solutions Corporation (OSC) for the 2025 NYS Grades 3-8 ELA & Math, and Grades 5 & 8 Science

Optimum Solutions *Ease Check-in* Package Registration

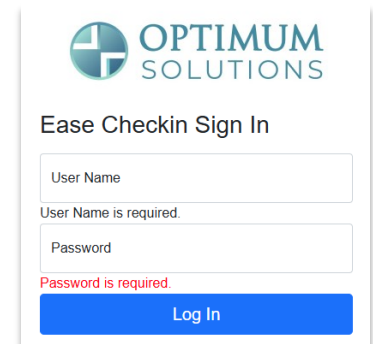
1. Once you've packed all your booklets in preparation for scoring, **you must register each of your packages** with the scoring vendor on their "Ease Check-in" site, and print a label for each package:

- Packages must be registered **at least one day before your intake date**.
- Go to <https://status.oscworld.com/intake> to register packages and print labels:



2. *ESBOCES Assessment Services* will provide your district with its username. The default password is "**RSS**".

- a. Each district has only **one login** that will be shared and can be used concurrently by different members of the team.
- b. As a district team, reset the password after logging in. The password should be kept secure by all those accessing the OSC Ease Check-in Site throughout assessment season.
- c. Contact *ESBOCES Assessment Services* if you need your password reset.

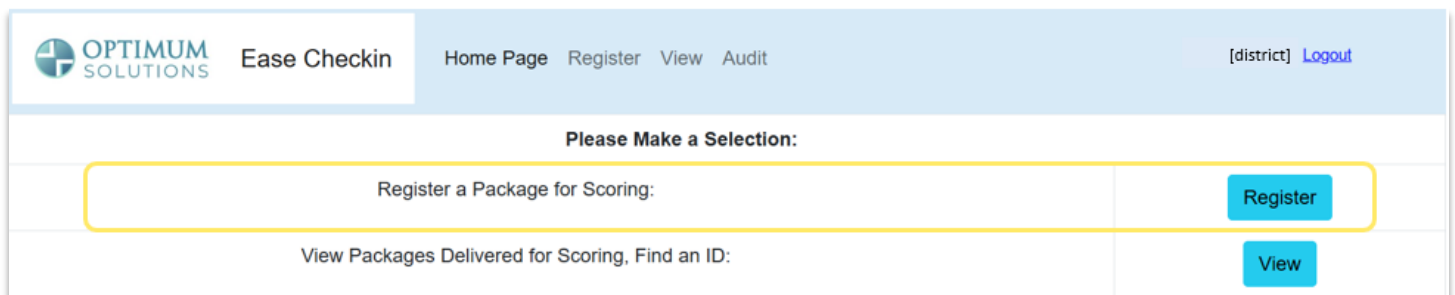


The screenshot shows the 'Ease Checkin Sign In' form with the following fields and elements:

- Optimum Solutions logo
- Title: Ease Checkin Sign In
- User Name input field with error message: "User Name is required."
- Password input field with error message: "Password is required."
- Log In button

3. After logging in, you are prompted to make a selection on the following screen.

- a. **Click 'Register'** to begin registering packages, or review packages already registered for intake.



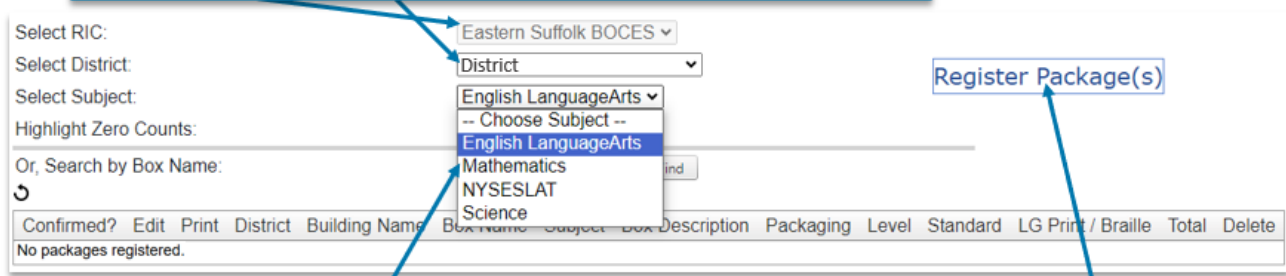
The screenshot shows the main menu of the OSC Ease Checkin site:

- Header: OPTIMUM SOLUTIONS Ease Checkin
- Navigation: Home Page Register View Audit
- User: [district] Logout
- Section: Please Make a Selection:
- Option 1: Register a Package for Scoring: [Register button]
- Option 2: View Packages Delivered for Scoring, Find an ID: [View button]

Every package being brought to Intake must be registered and have an OSC label.

4. When you click the 'Register' button you are presented with the following screen.
 - a. Choose a Subject and click "Register Packages".

Your RIC and District will be automatically filled in.



The screenshot shows a web form with the following fields: 'Select RIC:' (Eastern Suffolk BOCES), 'Select District:' (District), 'Select Subject:' (English LanguageArts), and 'Highlight Zero Counts:'. Below these is a search bar and a table with columns: Confirmed?, Edit, Print, District, Building Name, Box Name, Subject, Box, Description, Packaging, Level, Standard, LG Print / Braille, Total, Delete. A 'Register Package(s)' button is visible on the right. Annotations include: 'Verify/Change the Subject selection*' pointing to the subject dropdown, and 'Register a Package of booklets' pointing to the button.

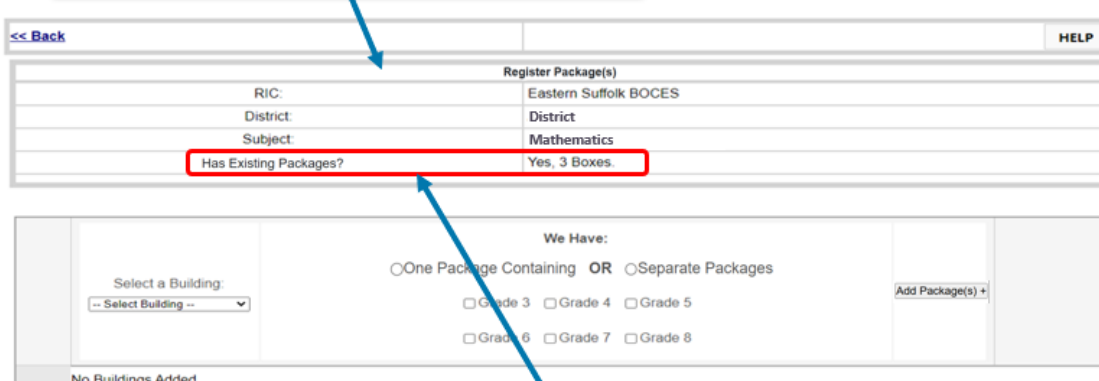
Verify/Change the Subject selection*

Register a Package of booklets

*Change the subject if you want to review packages for completed subjects.

5. Selecting 'Register Package(s)' will result in the display of the following:

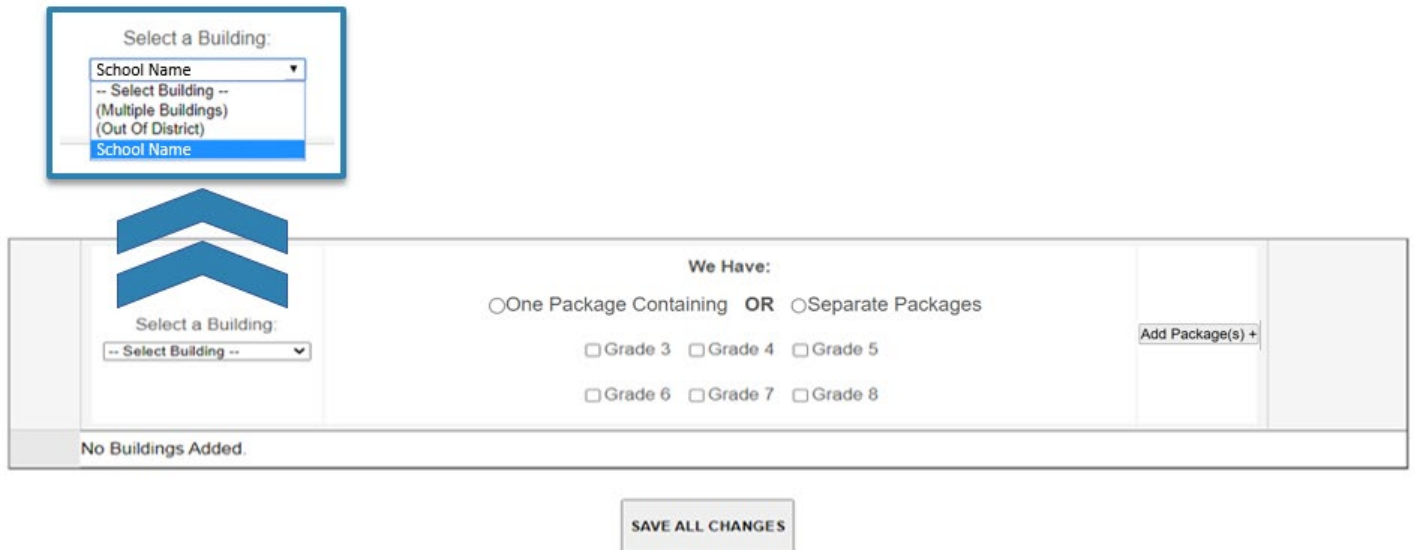
Top portion is informational.



The screenshot shows the 'Register Package(s)' screen. It includes a 'Back' button, a 'HELP' button, and a table with the following data: RIC: Eastern Suffolk BOCES, District: District, Subject: Mathematics, Has Existing Packages?: Yes, 3 Boxes. Below this is a section titled 'We Have:' with radio buttons for 'One Package Containing' and 'Separate Packages', and checkboxes for Grade 3, 4, 5, 6, 7, and 8. There is also an 'Add Package(s) +' button. An annotation 'The 'Has Existing Packages?' is used to tell you the number of packages already registered for the selected subject.' points to the 'Has Existing Packages?' row in the table.

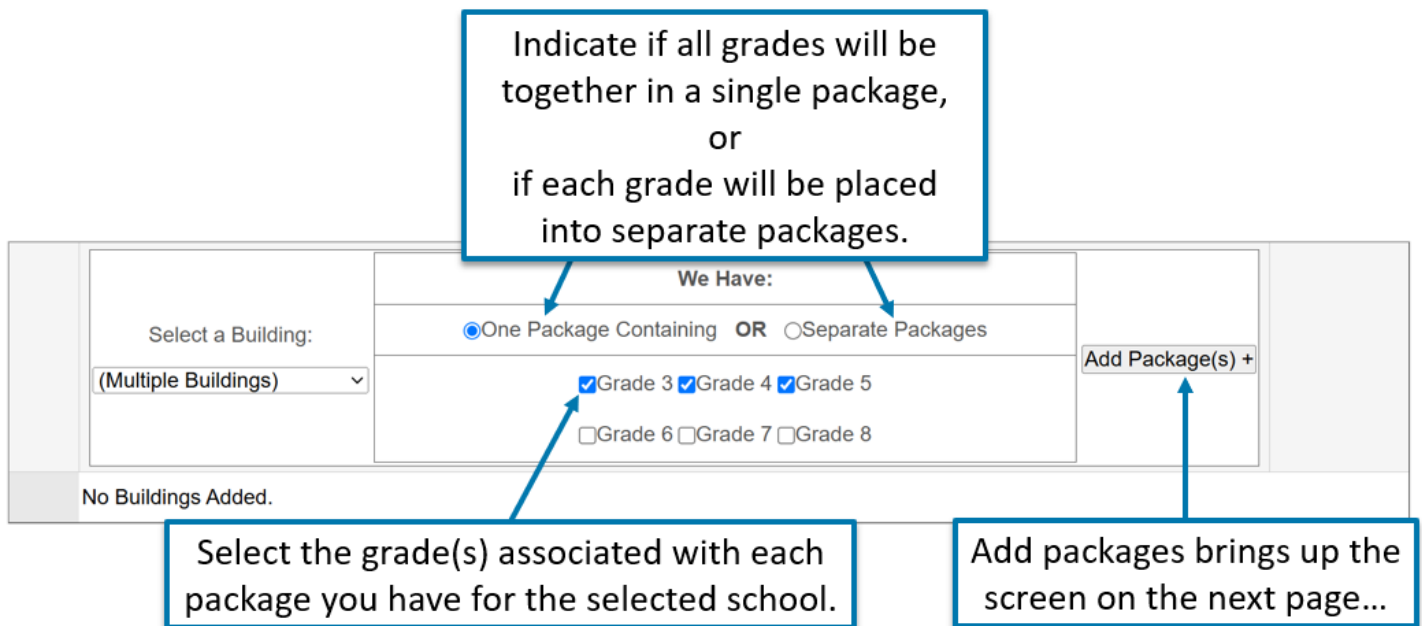
The 'Has Existing Packages?' is used to tell you the number of packages already registered for the selected subject.

6. Start by selecting the building/location or “multiple buildings”:



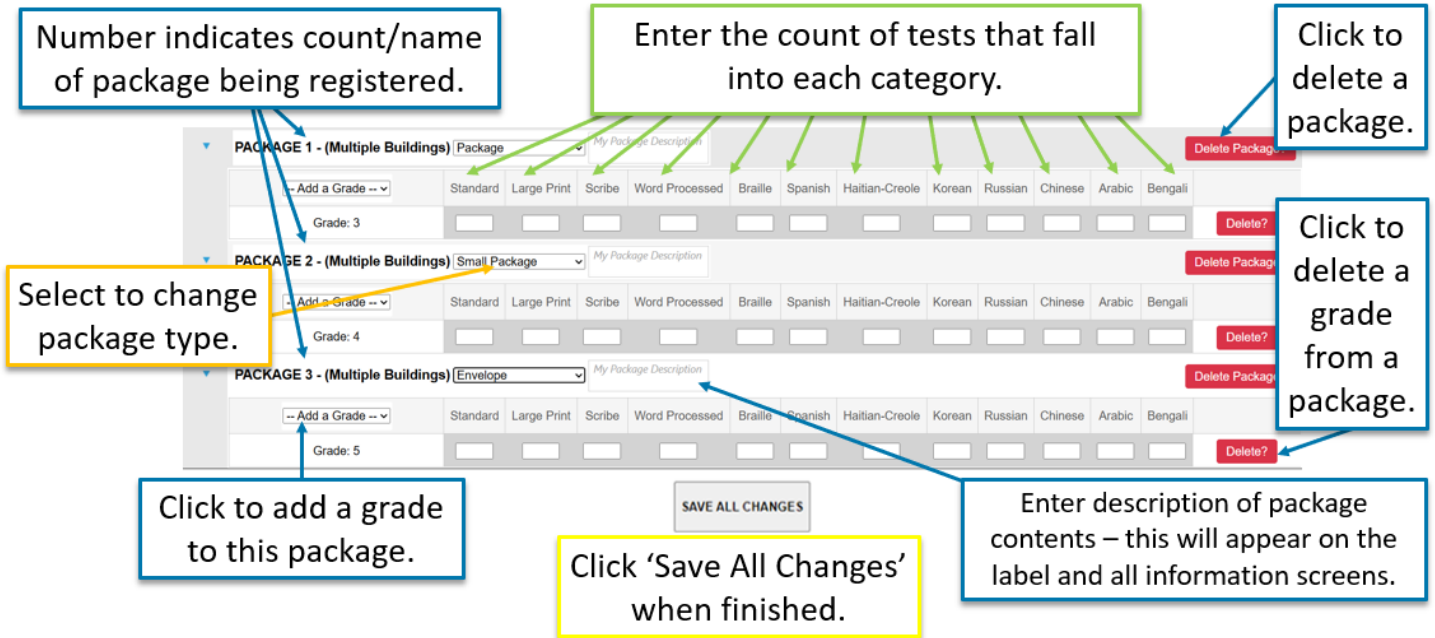
The screenshot shows a dropdown menu titled "Select a Building:" with options: "School Name", "-- Select Building -- (Multiple Buildings) (Out Of District)", and "School Name". Below this is the main interface with a "Select a Building:" dropdown set to "-- Select Building --". To the right, under "We Have:", there are radio buttons for "One Package Containing" (selected) and "Separate Packages". Below these are checkboxes for "Grade 3", "Grade 4", "Grade 5", "Grade 6", "Grade 7", and "Grade 8". An "Add Package(s) +" button is on the right. At the bottom left, it says "No Buildings Added." and at the bottom center is a "SAVE ALL CHANGES" button.

7. Identify which grade-levels will be in the package or packages, then click “Add Package(s)”:



The screenshot shows the same interface as above, but with annotations. A central box says: "Indicate if all grades will be together in a single package, or if each grade will be placed into separate packages." Arrows point from this box to the "One Package Containing" radio button and the "Separate Packages" radio button. Below this, the "One Package Containing" option is selected, and checkboxes for "Grade 3", "Grade 4", and "Grade 5" are checked. A box at the bottom left says: "Select the grade(s) associated with each package you have for the selected school." with an arrow pointing to the checked checkboxes. A box at the bottom right says: "Add packages brings up the screen on the next page..." with an arrow pointing to the "Add Package(s) +" button.

8. Enter the **count of tests in each category** for each package.
 - a. Modify other details as necessary.
 - b. Click **"Save All Changes"** when finished.



Number indicates count/name of package being registered.

Enter the count of tests that fall into each category.

Click to delete a package.

Select to change package type.

Click to delete a grade from a package.

Click to add a grade to this package.

Click 'Save All Changes' when finished.

Enter description of package contents – this will appear on the label and all information screens.

9. Register more packages, if needed:

After saving the package(s), you can register more.

Select RIC: Eastern Suffolk BOCES

Select District: District Name

Select Subject: Mathematics

Highlight Zero Counts: YES

Or, Search by Package Name: Search by package name Find

[Register Package\(s\)](#)

Confirmed?	Edit	Print	District	Building Name	Package Name	Subject	Package Description	Packaging	Level	Standard	LG Print / Braille	Total	Delete
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Matilda	Mathematics		Package	6,7,8	293	0	293	Delete

10. From the same screen, you can also delete packages, edit packages, and most importantly, **print your package labels.**

Select RIC: Eastern Suffolk BOCES v
 Select District: District Name v
 Select Subject: Mathematics v
 Highlight Zero Counts: YES

Or, Search by Package Name: Find

[Register Package\(s\)](#)

Confirmed?	Edit	Print	District	Building Name	Package Name	Subject	Package Description	Packaging	Level	Standard	LG Print / Braille	Total	Delete
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Matilda	Mathematics		Package	6,7,8	293	0	293	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Dandre	Mathematics		Envelope	5	5	0	5	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Azul	Mathematics	Contains Word-Processed tests in Special Case envelope.	Small Package	4	91	0	91	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District Name	(Multiple Buildings)	CNQ-M-Gladys	Mathematics		Package	3	76	2	78	<input type="checkbox"/>

Click 'Print' to print the package label.

Click 'Edit' to change the package content/description.

Click the checkbox, then click 'Delete' to remove the package entirely.

OSC Package Registration – Final Steps

11. Before intake, print each package's label.

12. Each package must have the correct label attached:

- Boxes:** Tape to the short-end of the box.
- Envelopes:** Tape on the front of the envelope.
- NOTE:** Do not place labels where they will interfere with a package's opening!

