

Registering Packages of Booklets with Optimum Solutions Corporation (OSC) for the 2026 NYS English as a Second Language Achievement Test (NYSESLAT)

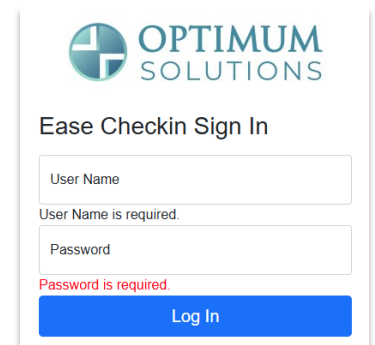
Optimum Solutions *Ease Check-in* Package Registration

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



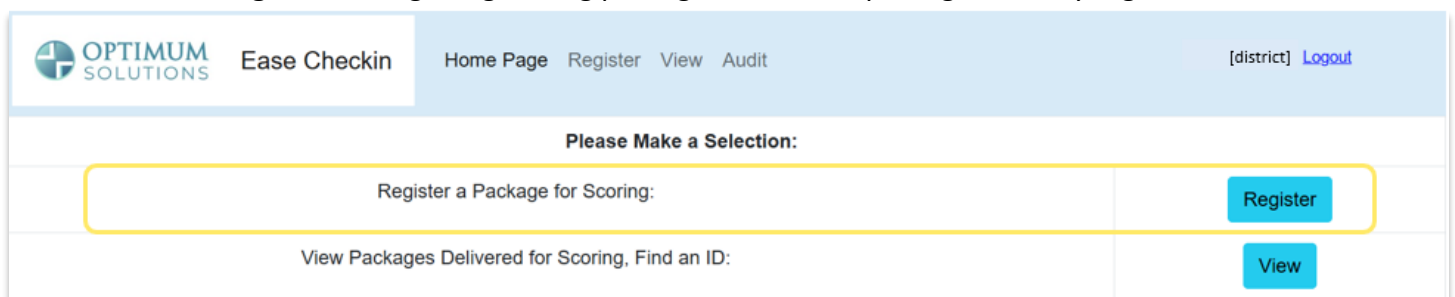
OPTIMUM SOLUTIONS
Ease Checkin Sign In

User Name
User Name is required.

Password
Password is required.

Log In

3. After logging in, you are prompted to make a selection on the following screen.
- Click 'Register'** to begin registering packages, or review packages already registered for intake.



OPTIMUM SOLUTIONS Ease Checkin Home Page Register View Audit [district] Logout

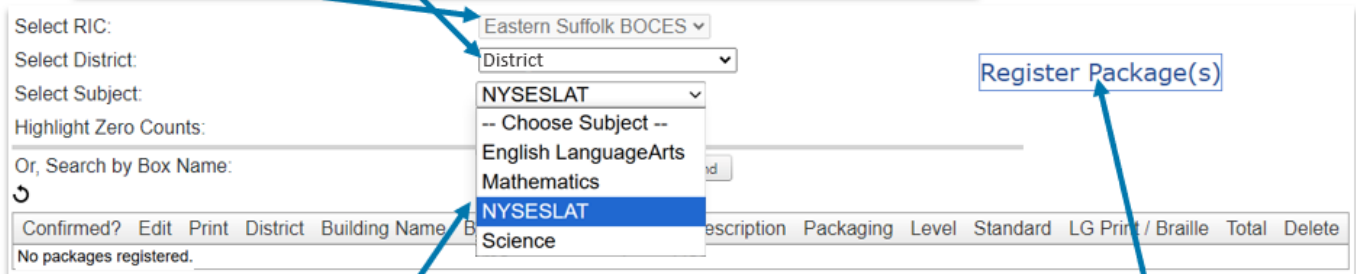
Please Make a Selection:

Register a Package for Scoring:	Register
View Packages Delivered for Scoring, Find an ID:	View

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 (dropdown)
- Select District: District (dropdown)
- Select Subject: NYSESLAT (dropdown menu is open showing options: -- Choose Subject --, English LanguageArts, Mathematics, NYSESLAT, Science)
- Highlight Zero Counts: (checkbox)
- Or, Search by Box Name: (text input)
- Buttons: Confirmed?, Edit, Print, District, Building Name, B, Description, Packaging, Level, Standard, LG Print / Braille, Total, Delete
- Message: No packages registered.

Verify/Change the Subject selection*

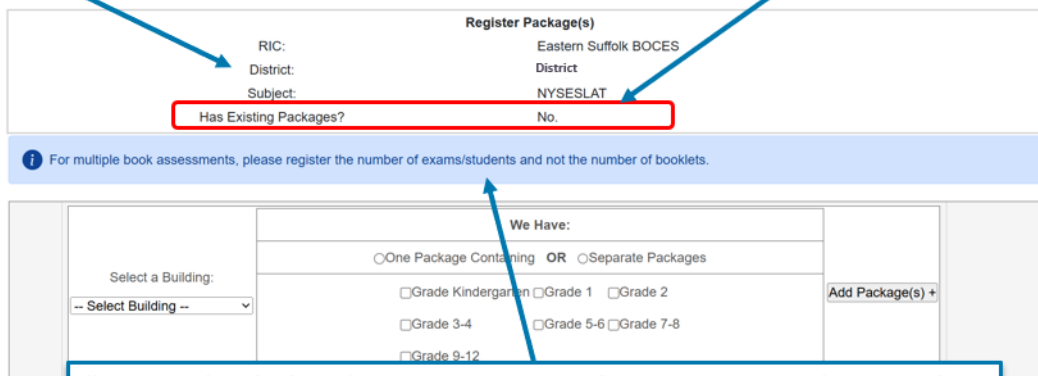
Register a Package of booklets

*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 'Has Existing Packages?' is used to tell you if packages have already been registered for the selected subject.

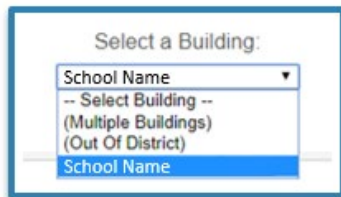
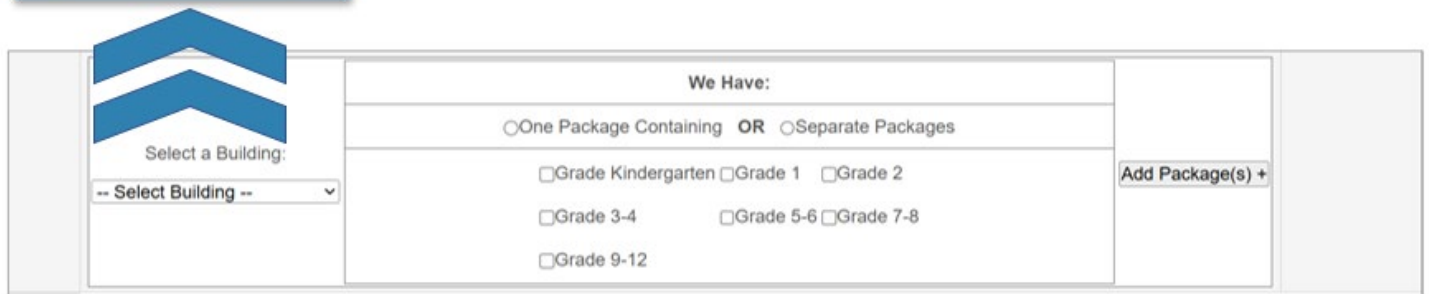


The screenshot shows the 'Register Package(s)' form with the following details:

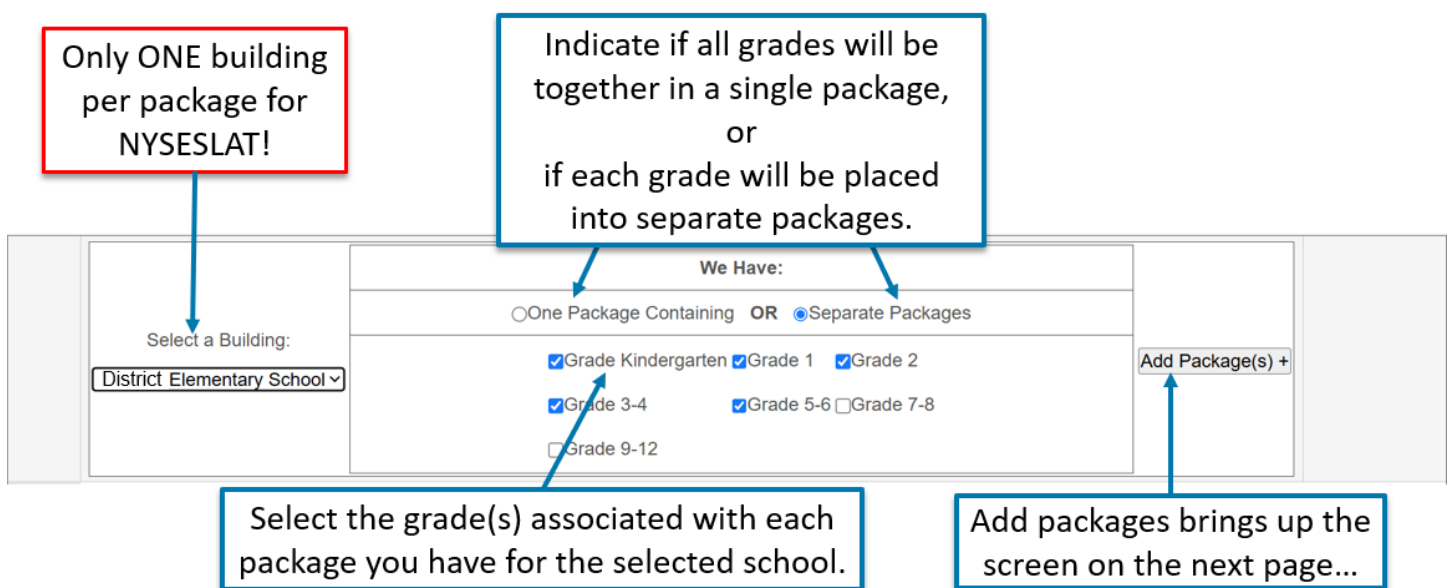
- RIC: Eastern Suffolk BOCES
- District: District
- Subject: NYSESLAT
- Has Existing Packages? No. (highlighted with a red box)
- Informational message: For multiple book assessments, please register the number of exams/students and not the number of booklets.
- We Have:
 - One Package Containing OR Separate Packages
 - Grade Kindergarten Grade 1 Grade 2
 - Grade 3-4 Grade 5-6 Grade 7-8
 - Grade 9-12
- Select a Building: -- Select Building -- (dropdown)
- Add Package(s) + (button)

"For multiple book assessments, please register the number of exams/students and not the number of booklets."

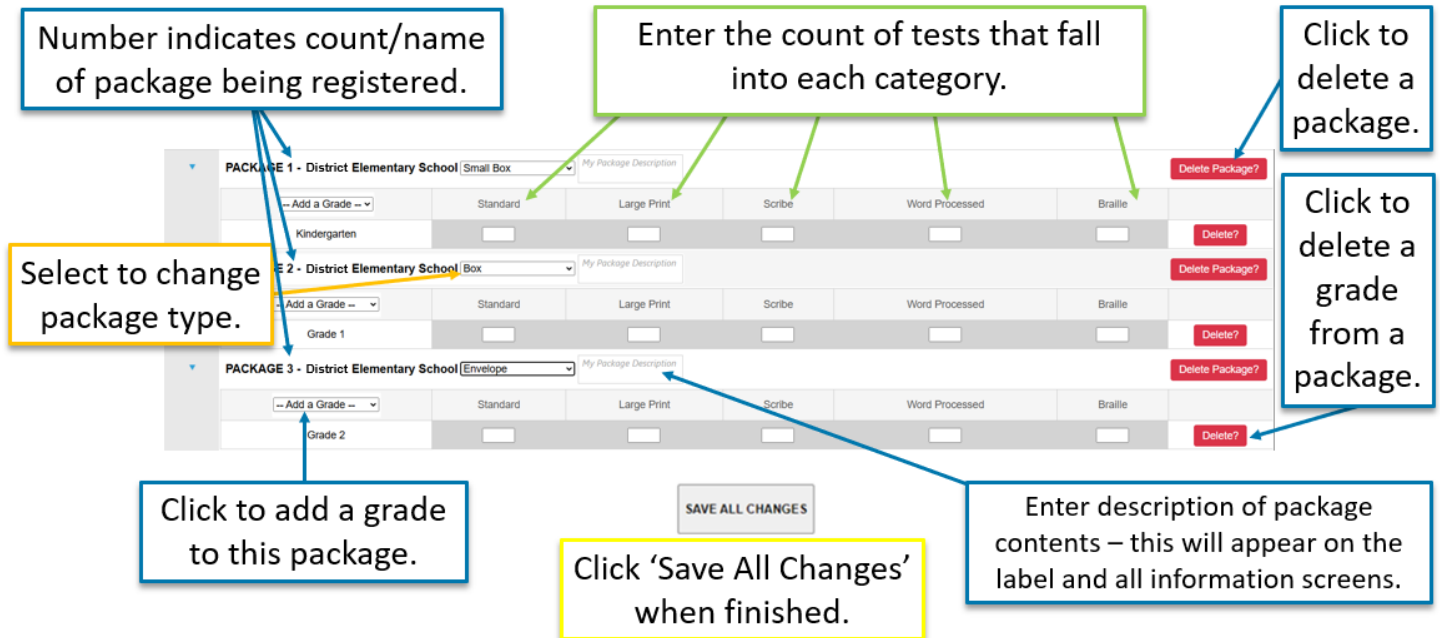
6. Start by selecting the building/location from the dropdown menu.
 - a. **Reminder: ONE BUILDING PER PACKAGE.**
Do not select “multiple buildings” — only ONE building may be in a package.

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



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.



The screenshot shows a web interface for registering packages. It features three main sections, each representing a package (PACKAGE 1, PACKAGE 2, PACKAGE 3). Each package section includes a dropdown for package type (e.g., Small Box, Box, Envelope), a 'My Package Description' field, and a table with columns for 'Standard', 'Large Print', 'Scribe', 'Word Processed', and 'Braille'. Below these columns are rows for different grades (e.g., Kindergarten, Grade 1, Grade 2). Each cell in the table contains a numerical input field. To the right of each package section is a 'Delete Package?' button. At the bottom of the interface is a 'SAVE ALL CHANGES' button.

Annotations on the screenshot include:

- Number indicates count/name of package being registered.** (Points to the package name dropdown)
- Enter the count of tests that fall into each category.** (Points to the table columns)
- Click to delete a package.** (Points to the 'Delete Package?' button)
- Click to delete a grade from a package.** (Points to the 'Delete?' button in the table)
- Select to change package type.** (Points to the package type dropdown)
- Click to add a grade to this package.** (Points to the 'Add a Grade' dropdown)
- Click 'Save All Changes' when finished.** (Points to the 'SAVE ALL CHANGES' button)
- Enter description of package contents – this will appear on the label and all information screens.** (Points to the 'My Package Description' field)

9. Register more packages, if needed:

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

Select RIC: Eastern Suffolk BOCES
 Select District: District
 Select Subject: NYSESLAT
 Highlight Zero Counts: YES

Or, Search by Package Name: Search by package name

[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	District Elementary School	DIS-N-Doretha	NYSESLAT		Box	5-6	10	0	10	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Roosevelt	NYSESLAT		Box	3-4	6	0	6	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Richelle	NYSESLAT		Envelope	2	3	0	3	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Romaine	NYSESLAT		Box	1	4	0	4	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Itali	NYSESLAT		Small Box	Kindergarten	7	0	7	<input type="checkbox"/>

[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
 Select District: District
 Select Subject: NYSESLAT
 Highlight Zero Counts: YES

Or, Search by Package Name: Search by package name

[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	District Elementary School	DIS-N-Doretha	NYSESLAT		Box	5-6	10	0	10	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Roosevelt	NYSESLAT		Box	3-4	6	0	6	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Richelle	NYSESLAT		Envelope	2	3	0	3	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Romaine	NYSESLAT		Box	1	4	0	4	<input type="checkbox"/>
<input type="checkbox"/>	Edit	Print	District	District Elementary School	DIS-N-Itali	NYSESLAT		Small Box	Kindergarten	7	0	7	<input type="checkbox"/>

[Delete](#)

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. Once your OSC labels are printed, attach them to your boxes.
12. Each package must have the correct label attached. Check the building, count of tests, and description on the label.
 - a. **Boxes:** Tape to the short-end of the box.
 - b. **Envelopes:** Tape on the front of the envelope.
 - c. **NOTE:** Do not place labels where they will interfere with a package's opening!
13. Make sure the **orange MetriTech School Label** is also visible, and complete the *Return Box* count section.

