

Registering Packages of Booklets with Optimum Solutions Corporation (OSC) for NYS Regents Exams

Every package being delivered must be registered and have an OSC label.

Optimum Solutions Ease Check-in Package Registration

- 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:

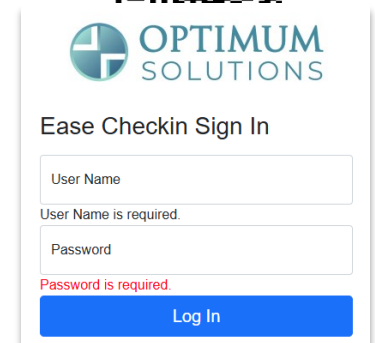
- Packages must be registered **at least one day prior to dropping them off.**
- Go to <https://status.oscworld.com/intake> to register packages and print labels:



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

(The password will be reset to RSS after prior assessments, e.g., NYS 3-8.)

- 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 logging in. 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

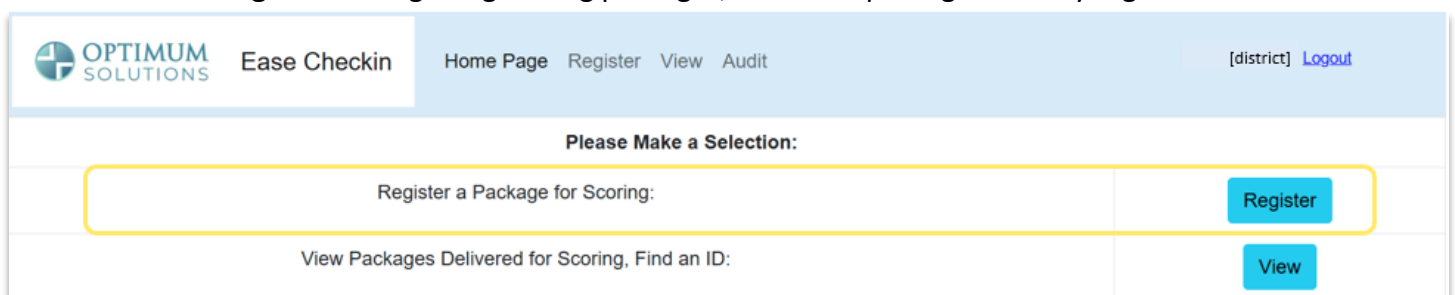
User Name is required.

Password

Password is required.

Log In

- 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

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

Your RIC and District will be automatically filled in.

Select RIC: Eastern Suffolk BOCES ▾
Select District: District ▾
Select Subject: Regents ▾
Highlight Zero Counts: -- Choose Subject --
Or, Search by Package Name: English LanguageArts
↻ Mathematics
NYSESLAT
Regents
Science

Confirmed? Edit Print District Subject Package Description Packaging Level Standard LG Print/ Braille Total Delete

No packages registered.

Register Package(s)

1. Select "Regents" from the Subject dropdown.

2. Register a Package of booklets

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

Register Package(s)

RIC: Eastern Suffolk BOCES
District: District
Subject: Regents
Has Existing Packages? No.

Top portion is informational.

Select a Building: -- Select Building --

We Have:
One Package Containing OR Separate Packages

☐ 14626 English Language Arts ☐ 20626 Algebra I ☐ 21626 Geometry
☐ 22626 Algebra II ☐ 30626 Physical Setting / EARTH SCIENCE ☐ 31626 LIVING ENVIRONMENT
☐ 32626 Physical Setting / CHEMISTRY ☐ 33626 Physical Setting / PHYSICS ☐ 34626 Earth and Space Sciences
☐ 35626 Life Science: Biology ☐ 37626 Physical Science: Chemistry ☐ 38626 Physical Science: Physics
☐ 44626 Global History And Geography II ☐ 45626 UNITED STATES HISTORY AND GOVERNMENT

Add Package(s) +

No Buildings Added.

SAVE ALL CHANGES

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

Select a Building:

School Name
 -- Select Building --
 (Multiple Buildings)
 (Out Of District)
 School Name

OSC encourages you to package all of the same exam types in the same box (e.g., all Algebra I exams from both the middle school and high schools in the same package).



Select a Building:

-- Select Building --

We Have:

☐ One Package Containing **OR** ☐ Separate Packages

☐ 14626 English Language Arts	☐ 20626 Algebra I	☐ 21626 Geometry
☐ 22626 Algebra II	☐ 30626 Physical Setting / EARTH SCIENCE	☐ 31626 LIVING ENVIRONMENT
☐ 32626 Physical Setting / CHEMISTRY	☐ 33626 Physical Setting / PHYSICS	☐ 34626 Earth and Space Sciences
☐ 35626 Life Science: Biology	☐ 37626 Physical Science: Chemistry	☐ 38626 Physical Science: Physics
☐ 44626 Global History And Geography II	☐ 45626 UNITED STATES HISTORY AND GOVERNMENT	

Add Package(s) +

No Buildings Added.

SAVE ALL CHANGES

7. Identify which exams you have packaged, then click “Add Package(s)”:

1. Are you entering ONE package right now, or multiple?
 Remember that each exam type must be placed into a *separate* package.
 DO NOT COMBINE MULTIPLE EXAMS IN ONE PACKAGE.

Select a Building:

(Multiple Buildings)

We Have:

☐ One Package Containing **OR** ☒ Separate Packages

☒ 14626 English Language Arts	☒ 20626 Algebra I	☒ 21626 Geometry
☒ 22626 Algebra II	☐ 30626 Physical Setting / EARTH SCIENCE	☐ 31626 LIVING ENVIRONMENT
☐ 32626 Physical Setting / CHEMISTRY	☐ 33626 Physical Setting / PHYSICS	☒ 34626 Earth and Space Sciences
☒ 35626 Life Science: Biology	☒ 37626 Physical Science: Chemistry	☒ 38626 Physical Science: Physics
☒ 44626 Global History And Geography II	☒ 45626 UNITED STATES HISTORY AND GOVERNMENT	

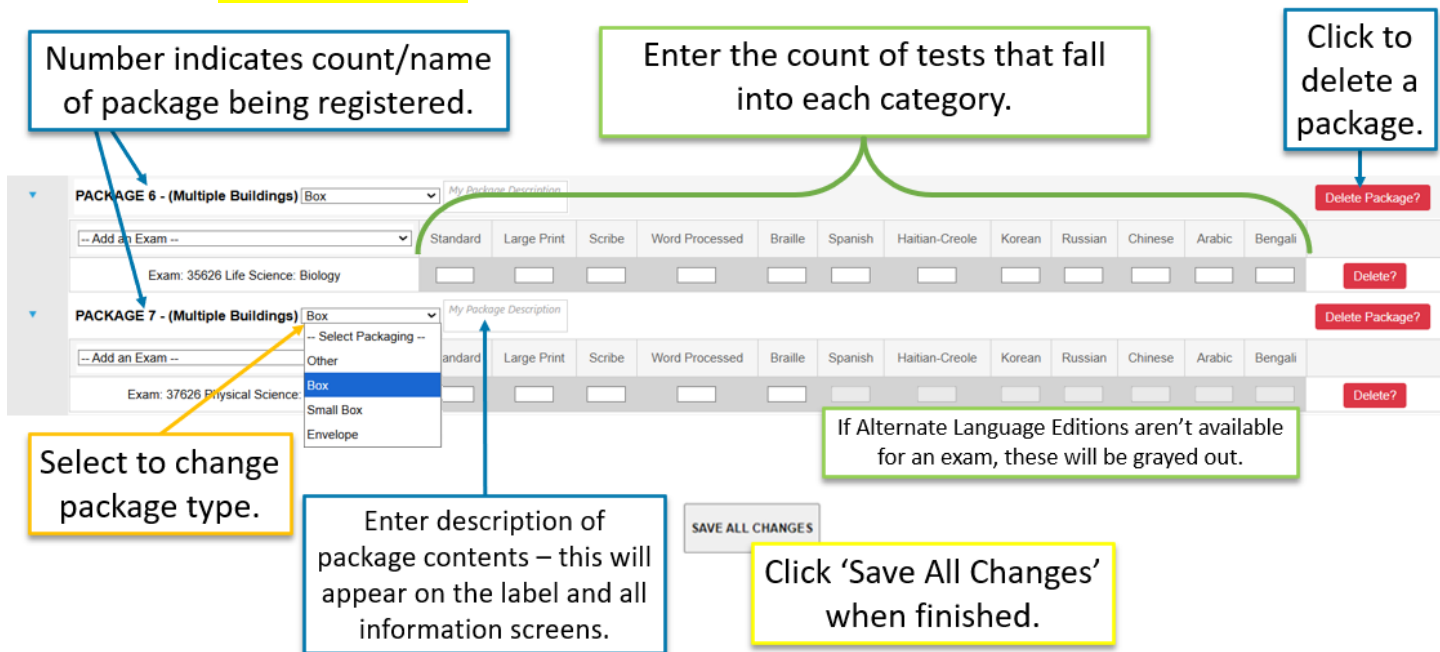
Add Package(s) +

2. Select the exam(s) associated with each package you are registering.

3. Add packages brings up the screen on the next page...

8. Enter the **count of students' exams that are inside each package.**

- Modify other details as necessary.
- 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.

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

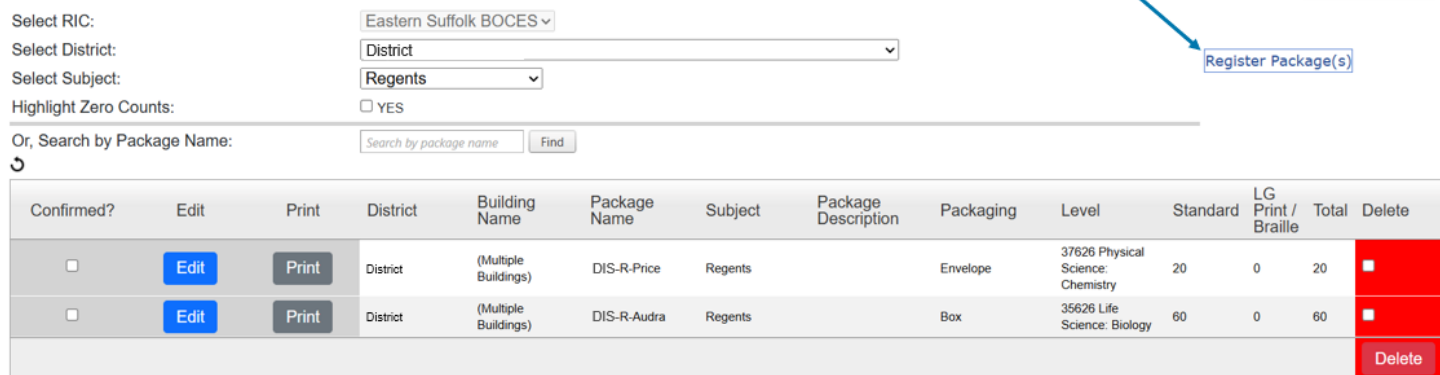
SAVE ALL CHANGES

Click 'Save All Changes' when finished.

If Alternate Language Editions aren't available for an exam, these will be grayed out.

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: Regents

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
☐	Edit	Print	District	(Multiple Buildings)	DIS-R-Price	Regents		Envelope	37626 Physical Science: Chemistry	20	0	20	☐
☐	Edit	Print	District	(Multiple Buildings)	DIS-R-Audra	Regents		Box	35626 Life Science: Biology	60	0	60	☐
													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: Regents ▾
 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
☐	Edit	Print	District	(Multiple Buildings)	DIS-R-Price	Regents		Envelope	37626 Physical Science: Chemistry	20	0	20	☐
☐	Edit	Print	District	(Multiple Buildings)	DIS-R-Audra	Regents		Box	35626 Life Science: Biology	60	0	60	☐

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 delivering, 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!

