

STEP 1

GET STARTED

To Proceed, the M-DCPS student will need to authenticate using their **studentID@students.dadeschools.net** account and network password.

Parents should ask for their child to sit with them when purchasing the Break/Fix plan and review the responsibility that students take on when checking out an M-DCPS mobile device.

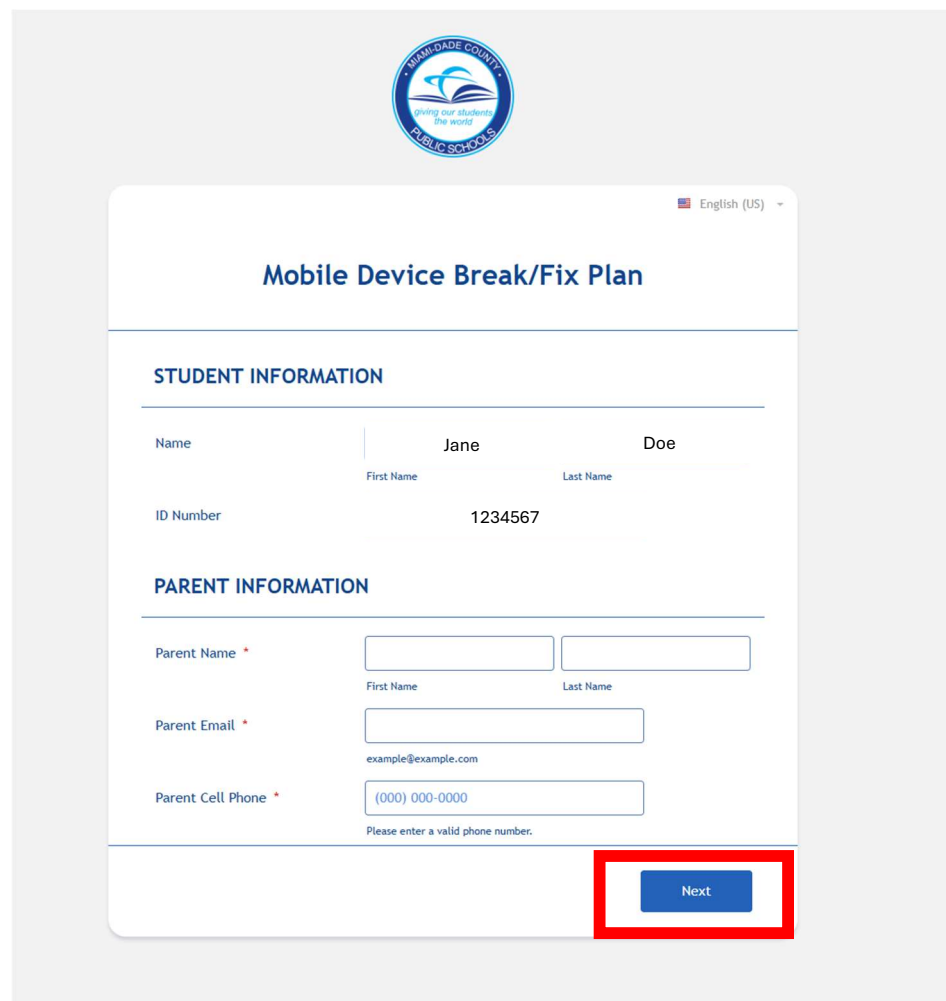
PURCHASE BREAK/FIX & COMPLETE THE AGREEMENT FOR USE

REVIEW THE TERMS AND CONDITIONS OF THE M-DCPS BREAK/FIX PLAN

Parents that do not wish to purchase the Break/Fix plan, may skip ahead to signing the Agreement for Student Use form by [clicking here](#). Note that parents assume full liability for the repair/replacement cost of the device by foregoing the Break/Fix plan.

Under the *Mobile Device Checkout* page, parents/guardians will click on the green *PURCHASE BREAK FIX & COMPLETE THE AGREEMENT FOR USE* button.

Step 2



The image shows a web form titled "Mobile Device Break/Fix Plan" for Miami-Dade County Public Schools. The form is divided into two main sections: "STUDENT INFORMATION" and "PARENT INFORMATION".

STUDENT INFORMATION

Name: Jane Doe (First Name: Jane, Last Name: Doe)
ID Number: 1234567

PARENT INFORMATION

Parent Name: (First Name and Last Name fields)
Parent Email: example@example.com
Parent Cell Phone: (000) 000-0000 (Please enter a valid phone number.)


A blue "Next" button is located at the bottom right of the form, highlighted with a red rectangular border.

After signing in using the student's information, parents/guardians will complete the *PARENT INFORMATION* section and click *Next*.

Step 3

English (US)

PAYMENT CENTER

 **Miami-Dade County Public Schools**
Online School Payments

STEP 1:

To access the payment center, you will need to leave this window open and click on the PAY NOW link in the next window to open OSP. The link will take you directly to the payment page.

You will be asked to input:

STUDENT ID:

1234567

STUDENT FIRST & LAST NAME:

Jane Doe

Follow the instructions to create an account and complete your credit card payment on that screen.

STEP 2:

Once paid, you **MUST** copy the **Order Number** on the screen back into the **Order Number** field in the next window to obtain a coverage plan.

Without this Order Number, you cannot obtain a coverage plan.
The order number will also be emailed to you for your records.

REMINDER - YOU MAY ONLY PAY FOR ONE STUDENT AT A TIME.

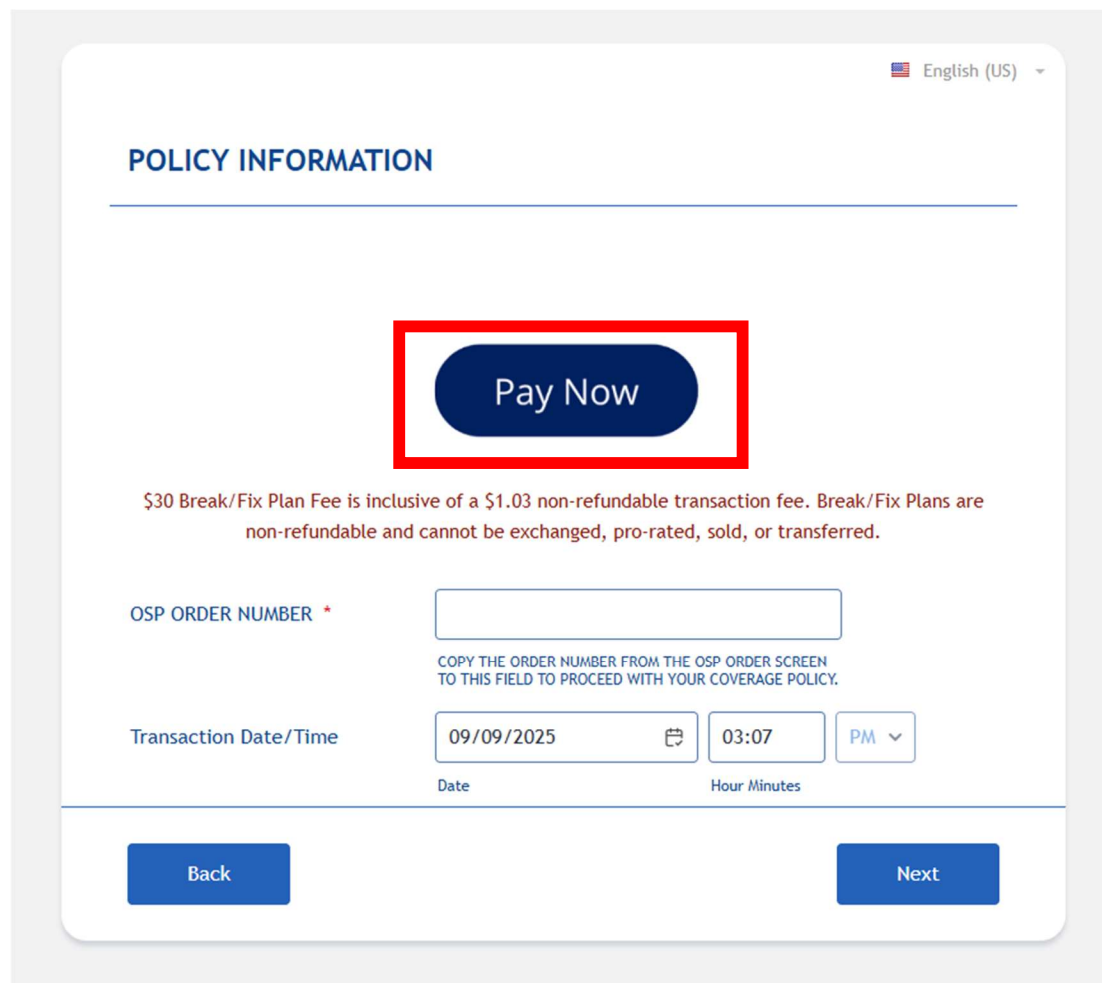
Check for Understanding...select the right option to continue. *

☐ Got it! Once I pay, I can just close everything and the email receipt I get from OSP is enough.

☒ Got it! Once I pay, I need to return to this screen and input the Order Number to receive my break/fix plan documents.

Parents/guardians MUST read carefully and click on the correct *Check for Understanding* to proceed.

Step 4



English (US) ▾

POLICY INFORMATION

Pay Now

\$30 Break/Fix Plan Fee is inclusive of a \$1.03 non-refundable transaction fee. Break/Fix Plans are non-refundable and cannot be exchanged, pro-rated, sold, or transferred.

OSP ORDER NUMBER *

COPY THE ORDER NUMBER FROM THE OSP ORDER SCREEN TO THIS FIELD TO PROCEED WITH YOUR COVERAGE POLICY.

Transaction Date/Time

<input type="text" value="09/09/2025"/>	<input type="text" value="03:07"/>	<input type="text" value="PM"/>
<small>Date</small>	<small>Hour Minutes</small>	

Back**Next**

Parents/guardians MUST keep this page open. They will click on *Pay Now*, which will take them directly to the Online School Payments (OSP) website.

Step 5

Break/Fix Coverage Plan 25-26 SKU DX631-1

Break/Fix Coverage Plan 25-26

Price: **\$28.97**

Add to Cart

MDCPS Break/Fix Coverage Plan for the 2025-2026 school year for District-owned and issued devices. Purchased plans must be completed and a PDF of the Coverage Plan received via email. You must ensure you copy your Order Number above into the form below that you should have completed: <https://dade...> [more](#)

Sponsor/Teacher

Innovation,Division of

Grade Level

All

Item Terms & Conditions

☐ I understand that I MUST copy the Order Number and return to the previous screen to complete my order and receive my Break/Fix Coverage Plan documents.

Parents/guardians will fill in the student information and add a parent phone number. They will then click on the box under *Item Terms & Conditions* and finally *Add to Cart*.

Step 6

 SHOPPING CART 1

BREAK/FIX COVERAGE PLAN 25-26 DX631-1

Qty Price : \$28.97

Continue Shopping

X

Sub Total:	\$28.97
Service Fee:	\$1.03
Total:	\$30.00

Make any changes to the products in your cart?
Click *Update* to refresh your total.

Update

Clear Cart

Checkout

Parents/guardians will be taken to the *Shopping Cart* page where they will then click on *Checkout*.

Step 7

SIGN IN

Current Users

Username

Password

Password must be at least 8 characters long

☒ Remember Me

[Forgot Username/Password?](#)

Login

New Users, Please Create an Account

To create a new account please fill in each of the form fields below.

Username

Email

First Name

Last Name

Password

8+ characters

Confirm Password

Password Hint

Password Answer

Create New

Parents/guardians MUST create a new OSP account to proceed. They WILL NOT log into OSP using their student's information.

Step 8

1 Item In Cart

Use the Select Student/Employee Profile dropdown box for each item in your cart unless the activity has "No Profile Required" indicated in grey. If you do not have Student/Employee(s) assigned to your profile to select in this drop down, please click the grey ADD STUDENT/EMPLOYEE PROFILE button to add Student/Employee(s) to your profiles.

Add Student

Activity Name	Price	Select Student/Employee Profile	Assigned Student/Employee Profile	Total
DX631-1	\$28.97	-Select Student Profile- ▾		\$28.97
Break/Fix Coverage Plan 25-26				X

Subtotal: \$28.97

Next

Parents/guardians will select *Add Student* and fill out the student's information.

Account Menu

ADD EMPLOYEE/APPLICANT PROFILE

Address Book

Order History

Order History Details

Change Email

Change Password

Change Name

Employee/Applicant Profile

Recurring Payments

Select Employee/Applicant Profile:

Student ▾

First Name :

Middle Name :

Last :

Employee/Applicant ID :

Cancel

Save

Step 9

Activity Name	Price	Select Student/Employee Profile	Assigned Student/Employee Profile	Total
DX631-1 Break/Fix Coverage Plan 25-26	\$28.97	<input type="text" value="Doe ,Jane"/>	Doe ,Jane 1234567	\$28.97


Subtotal: \$28.97

Next

After the student has been added, parents/guardians will select the student from the drop-down menu and click *Next*.

Step 10

STEP 2 OF 4 - ADDRESS

 Please enter your credit card billing address information. The name and address below must match those used by your credit card company exactly or the transaction will not be approved or processed.

Bill To:

First

Jane

Last

Doe

Country

United States

Address

1450 N.E. 2nd Avenue

City

Miami

State

FL

Zip

33132

Phone

305-995-1000

Previous

Next

Parents/guardians will fill out the billing information and click *Next*.

Step 11

Time of Order: 9/9/2025 3:09:35 PM
Miami-Dade County Public Schools



Item	Assigned Employee/Applicant Profile	Form	Price
DX631-1	Jane, Doe	STUDENT ID	\$28.97
Break/Fix Coverage Plan 25-26	1234567	STUDENT FIRST NAME	
		STUDENT LAST NAME	
		PARENT PHONE NUMBER	

Purchase Notes (Not Required)

Sold To

Jane Doe
1450 N.E. 2nd Avenue
Miami, FL 33132
United States
305-995-1000

Subtotal	\$28.97
Tax	\$0.00
Service Fee	\$1.03
Total	\$30.00



By selecting this box the user agrees to the payment terms outlined by Online School Management Systems Inc. Credit Card transactions will appear as OSP***School Name** on your billing statement. Please direct all billing disputes to your local school administrator.

All sales are considered final and any consideration for a refund must be directed to the School Bookkeeper. Under no circumstances will OSMS provide refunds or accept returns on behalf of the School. Whether to issue a refund or accept a return is determined solely by the applicable School, and you agree to not seek any refunds from or attempt to return any goods to OSMS.

Previous

Next




Parents/guardians will select the checkbox and click *Next*.

Step 12

STEP 4 OF 4 - PAYMENT

Total: \$30.00

☐ I am human


hCaptcha
Privacy - Terms

Card Number

Exp. Date

 /

Security Code

[What's this?](#)

Name On Card

Online School Management Systems (OSMS) works with credit card processors that are required to comply with the Payment Card Industry (PCI) data security standards. OSMS does not retain access to or store credit card information or personal information with third parties.

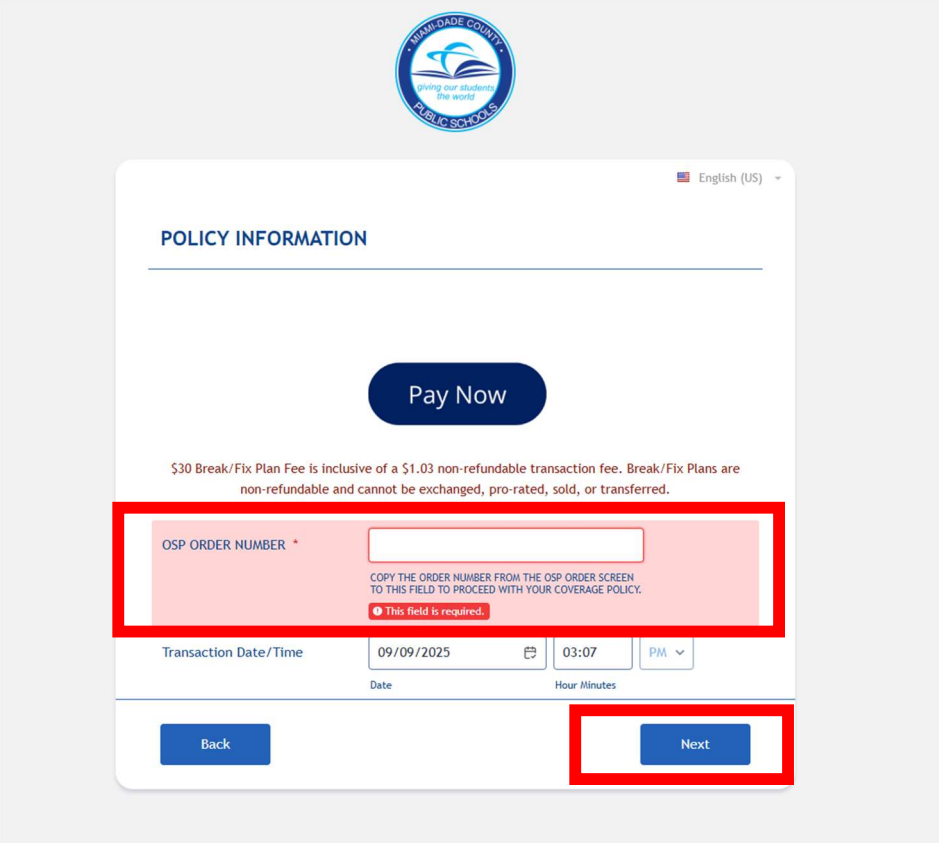
[Previous](#)


[Place Order](#)

Parents/guardians will complete the payment information, check on the *I am human* box, and select *Place Order*.

After placing the order, parents/guardians will receive an OSP order number, which they will copy.

Step 13



 giving our students the world

English (US)

POLICY INFORMATION

Pay Now

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OSP ORDER NUMBER *

COPY THE ORDER NUMBER FROM THE OSP ORDER SCREEN TO THIS FIELD TO PROCEED WITH YOUR COVERAGE POLICY.

This field is required.

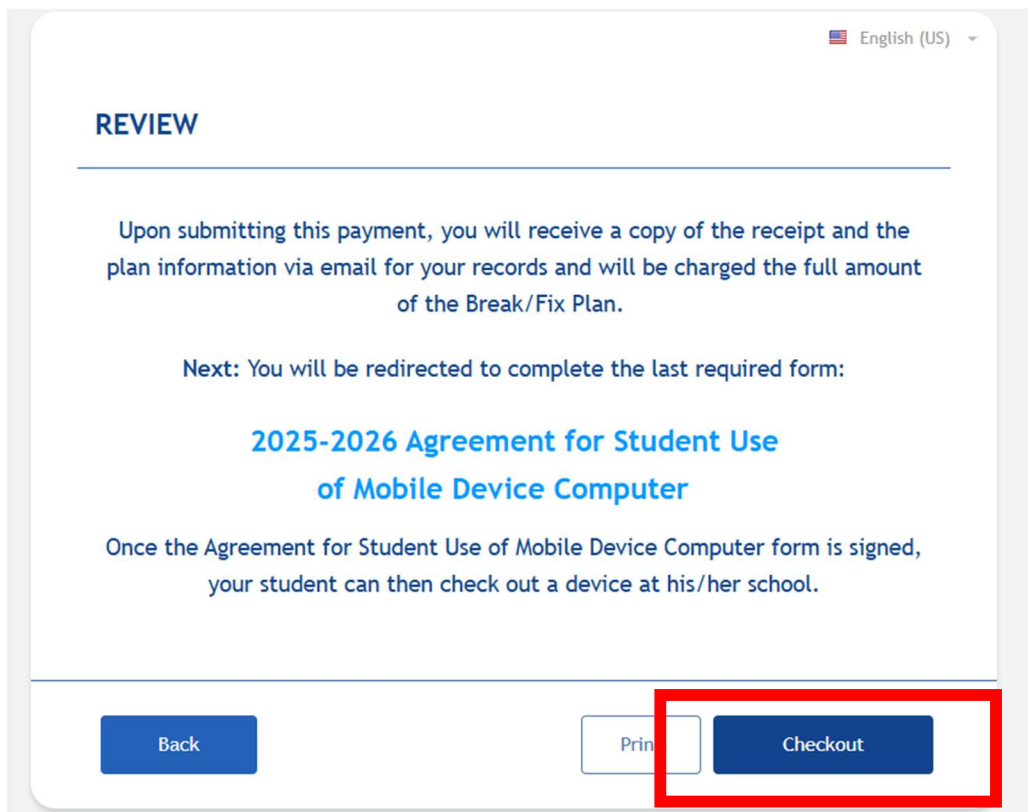
Transaction Date/Time: 09/09/2025 03:07 PM

Date Hour Minutes

Back **Next**

Parents/guardians will copy the order number into the **OSP ORDER NUMBER** box and click **Next**.

Step 14



The screenshot shows a web interface with a 'REVIEW' section. At the top right, there is a language selector set to 'English (US)'. The main text explains that upon payment, a receipt and plan information will be emailed, and the full amount of the Break/Fix Plan will be charged. It then states that the user will be redirected to complete a form titled '2025-2026 Agreement for Student Use of Mobile Device Computer'. Below this, it says that once the form is signed, the student can check out a device. At the bottom, there are three buttons: 'Back', 'Print', and 'Checkout'. The 'Checkout' button is highlighted with a red rectangular box.

English (US) ▼

REVIEW

Upon submitting this payment, you will receive a copy of the receipt and the plan information via email for your records and will be charged the full amount of the Break/Fix Plan.

Next: You will be redirected to complete the last required form:

**2025-2026 Agreement for Student Use
of Mobile Device Computer**

Once the Agreement for Student Use of Mobile Device Computer form is signed, your student can then check out a device at his/her school.

Back Print Checkout

Parents/guardians will then be prompted to fill out the Mobile Device Agreement by clicking *Checkout*.

PLEASE NOTE PLAN NUMBERS MAY TAKE UP TO 24 HOURS TO POPULATE IN INCIDENT IQ.