

25/26 OSP A LA CARTE INSTRUCTIONS

OSP A LA CARTE ordering is now available in the Homeschool Hub (HUB). Please refer to the step-by-step instructions below on how to request subscriptions a la carte.

Using your parent email address and password, log into the [Homeschool Hub](https://www.cpahomeschoolhub.com/login) - <https://www.cpahomeschoolhub.com/login>. If you have not received your login credentials you may use the Forgot Password link to submit a password reset request.

Select the student you would like to place an order for an A LA CARTE subscription.

District ID	Name	Grade Level	Funds
10025	FTE Demo	4	\$874.39
10007	Gabriel Demo	9	\$2,701.11
10015	Paul Demo	9	\$4,269.24
10020	Victoria Demo	9	\$4,329.00
10021	Zachary Demo	2	\$3,948.30

Select/Click the Create Request option in the upper left corner of the student details page.

District ID	Sibling Name	Grade Level	Current Balance
10007	Gabriel Demo	9	\$2,701.11
10020	Victoria Demo	9	\$4,329.00
10021	Zachary Demo	2	\$3,948.30
10025	FTE Demo	4	\$874.39

From the order request page, select OSP A LA CARTE from the order type drop-down options then click next.

Select an OSP A LA CARTE subscription from the drop-down menu. The price of the subscription will be displayed once the subscription has been selected. Once you've selected the desired subscription, select NEXT.

NOTE: OSP A LA CARTE subscription prices are not posted publicly and are only available from within the HUB.

Order Request / Create Order Request

← Back to Order Requests

Create New Order Request

1 Student Selection 2 Order Request Info 3 Add Order Items 4 Shipping Details 5 Review and Submit

← Back

Student Details

Gabriel Demo

Student Email: demostudent@cabrillopointacademy.org
 District ID: 10007
 Grade Level: 9
 Enrollment Start and End Date: August 15, 2025 -
 Teacher Name: Test Teacher
 Teacher Email: testteacher@cabrillopointacademy.org

Order Request Info

Please Select Order Type*

Please Select

OSP A la Carte
 Product
 Service
 Tech Orders

Next →

If you would like to order more than one subscription A LA CARTE, please use the + Add Item button

Next, you'll need to select or manually enter your parent details.

IMPORTANT NOTE: All subscriptions will be set up using the student's school email address. We will send the parent an email notification to the email provided in this section to alert you once the subscription has been set up/activated.

Order Request Homeschool Hub Hello, testparent@cabrillopointacademy.org

Order Request / Create Order Request

← Back to Order Requests

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1 Student Selection 2 Order Request Info 3 Add Order Items 4 Shipping Details 5 Review and Submit

← Back

Student Details

Gabriel Demo

Student Email: demostudent@cabrillopointacademy.org
 District ID: 10007
 Grade Level: 9
 Enrollment Start and End Date: August 15, 2025 -
 Teacher Name: Test Teacher
 Teacher Email: testteacher@cabrillopointacademy.org

Order Request Info

Order Type: OSP A la Carte
 Date Submitted: Aug 1, 2024
 Vendor Name: OSP A la Carte
 Vendor URL: -
 Delivery Type: All

Vendor Tips

Guardian Tip

Shipping Details

+ Add New Address

Test Parent
 13915 DANIELSON ST STE 103, POWAY, CA 92064
 testparent@cabrillopointacademy.org
 (000) 000-0000

Ordered Items

	Unit Price	Quantity	Sub-Total
ABC Mouse	\$50.00	1	\$50.00
Order Total (1 Items)			\$50.00


← Back

Next →

Finally, review the order request and click SUBMIT.

You will be prompted to confirm your order request followed by a confirmation that your request has been submitted with the Order ID number.


Submit Order Request



Are you sure you want to submit order request for approval?

Cancel Confirm

Submit Order Request



Order request successfully submitted with Order ID 2024-CPA-0006190

Confirm

The order will be submitted to your Homeschool Teacher (HST) for approval. Once approved, you can expect the subscription request to be processed within 5 business days.

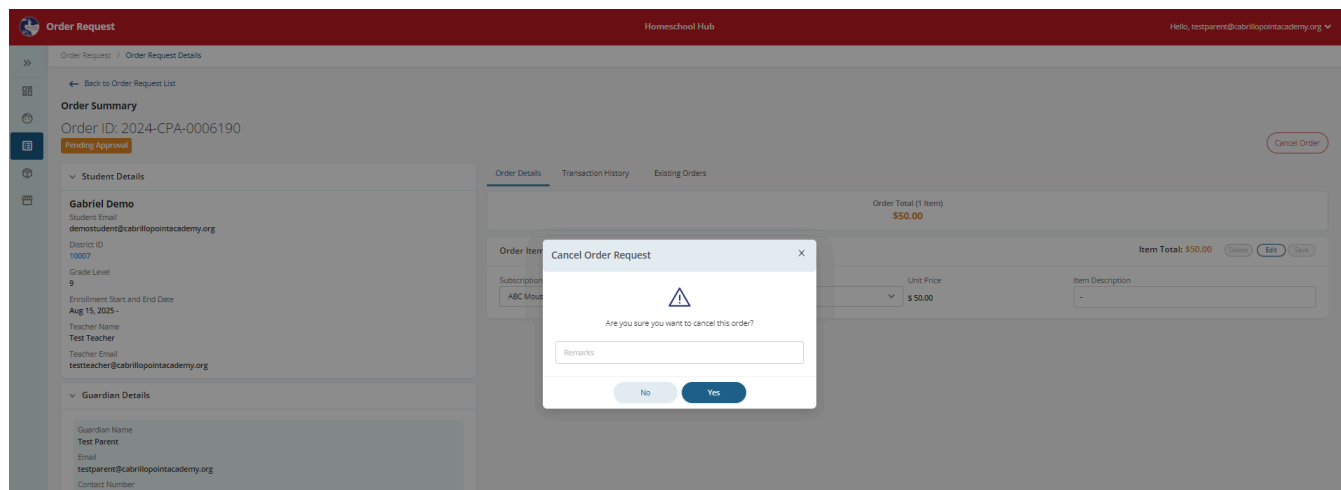
NOTE: A LA CARTE subscription request will not be processed until August 15, 2024.

CANCELING AN A LA CARTE REQUEST

If you would like to cancel an A LA CARTE order request, you must do so before the subscription is processed; once the subscription is processed we cannot cancel or refund the order request.

To cancel an order, find and open the original order request in your student's order history and select the CANCEL button.

You'll be prompted to enter a reason for the cancellation before confirming your request to cancel.



If you have any questions or concerns, please visit our OSP Handbook for answers to most of the frequently asked questions as well as weekly updates.