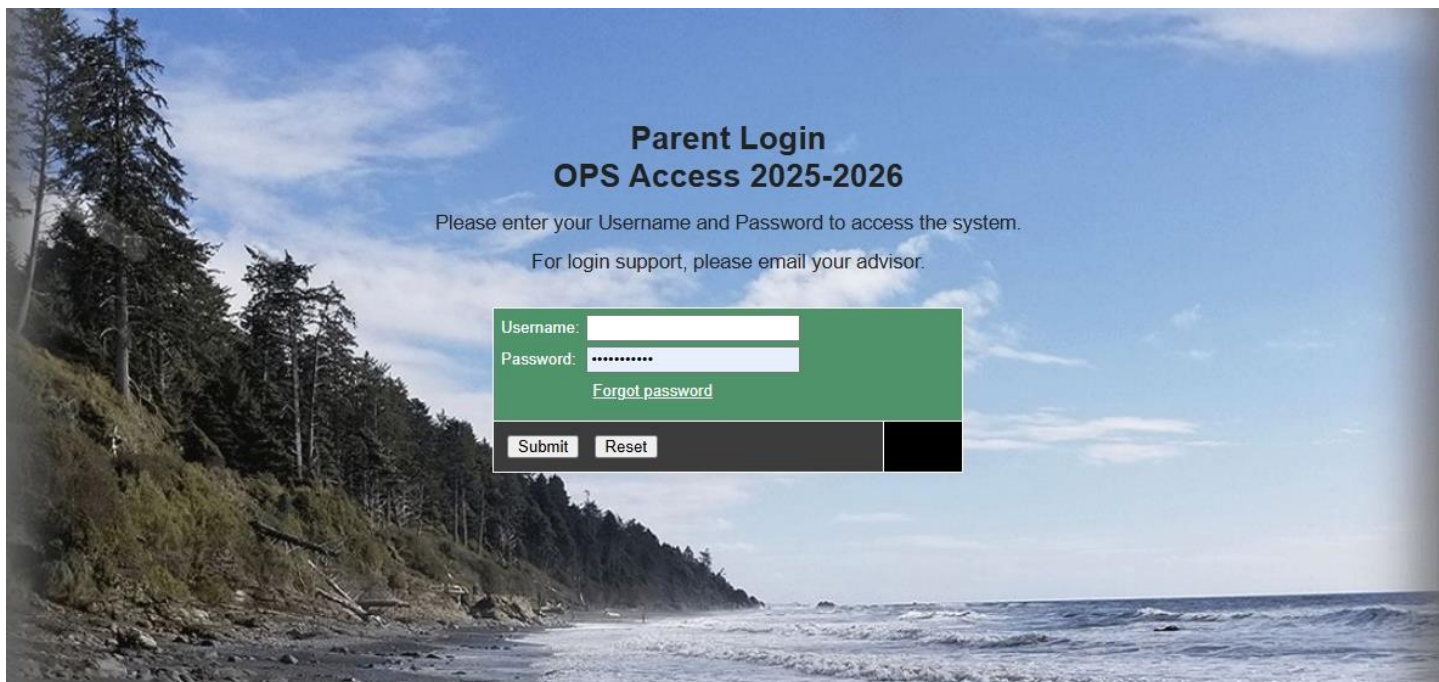# Parent Access to OPS Purchasing System

Parents now have view-only access to the OPS Purchasing system where you can view your student's inventory of purchased items, their account information, and a list of purchase orders that are in the system. Parents can also perform a search of Community Partners.

OPS website address: https://www.ops-online.com/year26/parent_login.php

Username and Password will be provided by your teacher. If you need to reset your password, please use the "forgot password" link within OPS to do so.
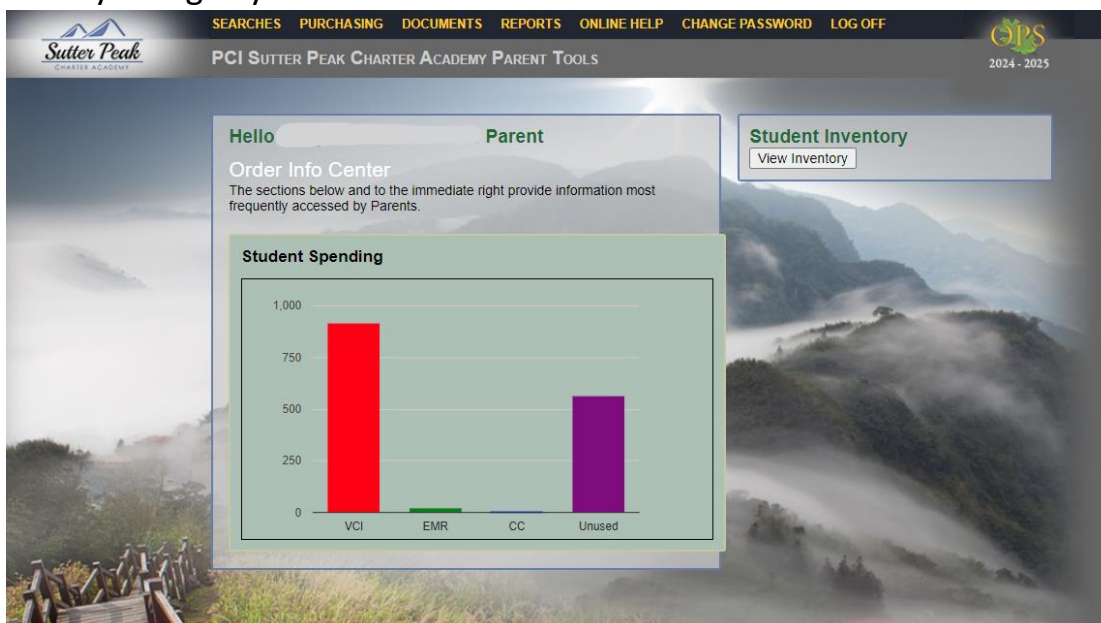

Once you log in you will see:

- Selecting the VIEW INVENTORY button under STUDENT INVENTORY will take you to a list of items that have been purchased with Pos for your student so far this year.
- Using the SEARCHES option in the top navigation bar will allow you to search for Community Partners as well as for orders for your student.

- Last, First Name and Student # will be listed at the top left with your student's available funds right below that. This area is highlight in this example.
- Searching Orders:
  - We use the following statuses for orders:
    - Pending – your teacher has entered this order, it has not been processed, but funds have been deducted from your student's available funds.
    - Approved Fully – the director has approved this PO and it is awaiting processing.
    - Processed – this PO has been sent to the Community Partner
    - Canceled – this order has been canceled and funds have been returned to your student's available balance.
    - Invoice Matched – the Community Partner has invoices us for this order and we have begun processing payment.
    - Paid – the invoice for this order has been paid.
  - Order Types:
    - EMR – Educational Materials Request – curriculum and school supplies
    - CC – Parent Reimbursement
    - VCI – voucher for services with a Community Partner

- - ▪ Activity – SPCA curriculum packs, student devices, PCI Virtual classes, hot spots, field trips
  - o When you search, a list of orders will pop up. Select on the PO number to see the details of the order.
- Student Account Activity
  - o Click on the student number at the top of the Searches landing page.
  - o The next page will list your student details such as their student number, teacher's name, and the region in which they live.
  - o The bottom of this page contains the link to ACCOUNT INFO along with several options for seeing your student's orders and inventory.
  - o A note about your student's account information: Keep in mind that you will see a snapshot of the accounting while things POs may be being processed/changed in the background account for shipping, returns, tax, etc. on orders. Please reach out to your business technician @ spcabusiness@pacificcharters.org if you notice that the accounting does not match your records. We will walk through the numbers with you to clear up any discrepancies.
- REPORTS option in the top navigation bar will allow you to see a report of your student's POs by order or as a list of items.
- PURCHASING option is not available with your view-only access. Please reach out to your teacher to make purchasing requests for your student.
- DOCUMENTS option does not apply to the view-only access.
- ONLINE HELP has an OPS Parent Login Instructions document that you may find helpful, however it covers topics that do not apply to your view-only access.
- Use CHANGE PASSWORD to change your password as needed.
- LOG OFF: always log off and keep in mind that the system will not allow a user to be logged in on two windows or two devices. This will force a log out.
- OPS Icon: clicking here will bring you back to the landing page.