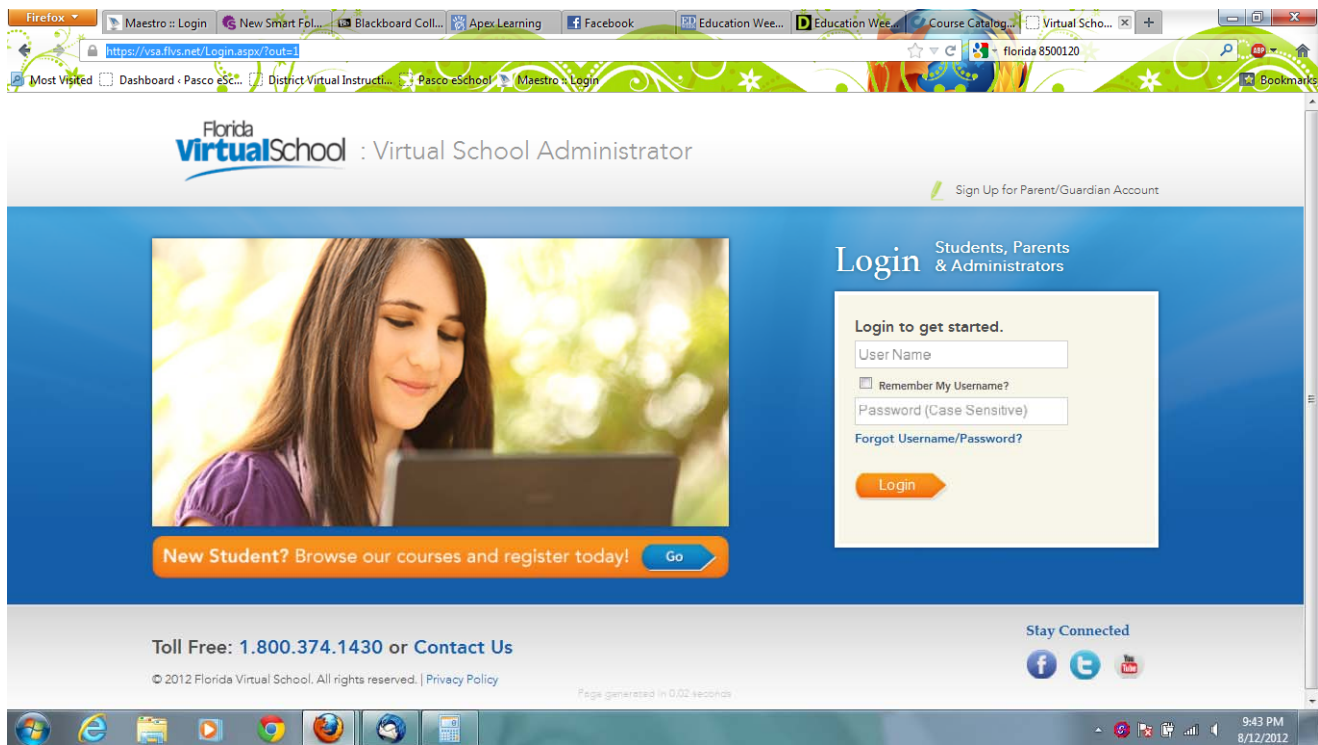
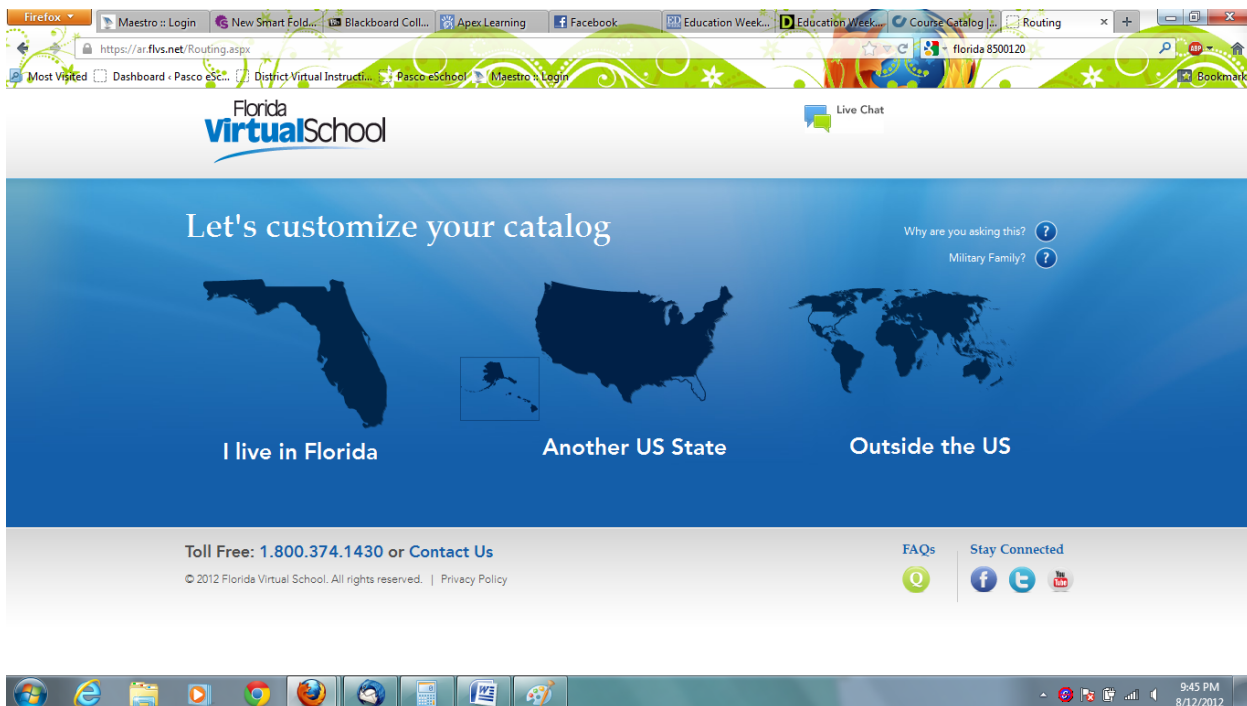


Requesting An Online Course

1. Visit <http://www.flvs.net>
2. Click on the GO button under the graphic:



3. Choose Florida as the location where you live.



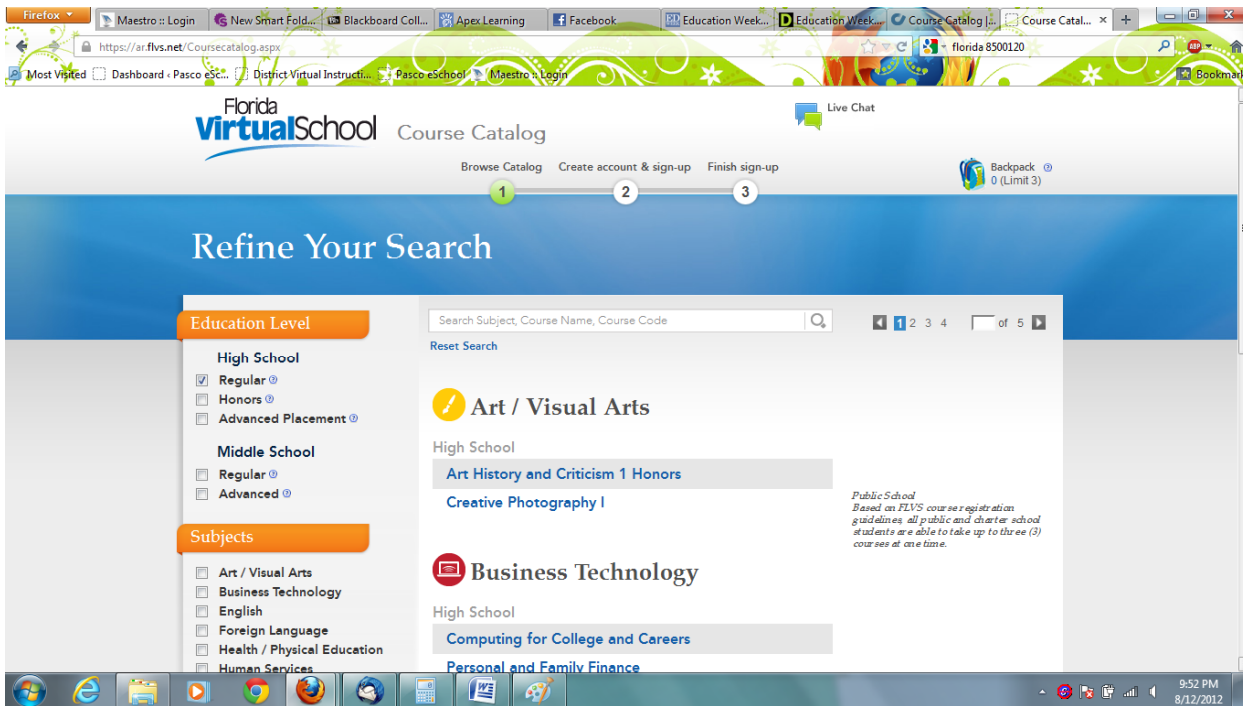
4. Select "Pasco" from the list of counties.

The screenshot shows the Florida Virtual School website interface. At the top, there is a navigation bar with the Florida Virtual School logo and a Live Chat button. Below this is a main heading "Let's customize your catalog" with two sub-headings: "Another US State" and "Outside the US". A dropdown menu titled "Choose a County" is open, displaying a list of Florida counties: Okaloosa, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, and Putnam. The "Pasco" option is highlighted. To the right of the dropdown menu are two maps: a map of the United States with a small inset of Alaska, and a world map. Below the maps are two buttons: "Another US State" and "Outside the US". At the bottom of the page, there is a footer with contact information: "Toll Free: 1.800.374.1430 or Contact Us", a copyright notice "© 2012 Florida Virtual School. All rights reserved. | Privacy Policy", and social media links for FAQs, Facebook, Twitter, and YouTube.

5. Select "Public/Charter School Student" from the menu of student types.

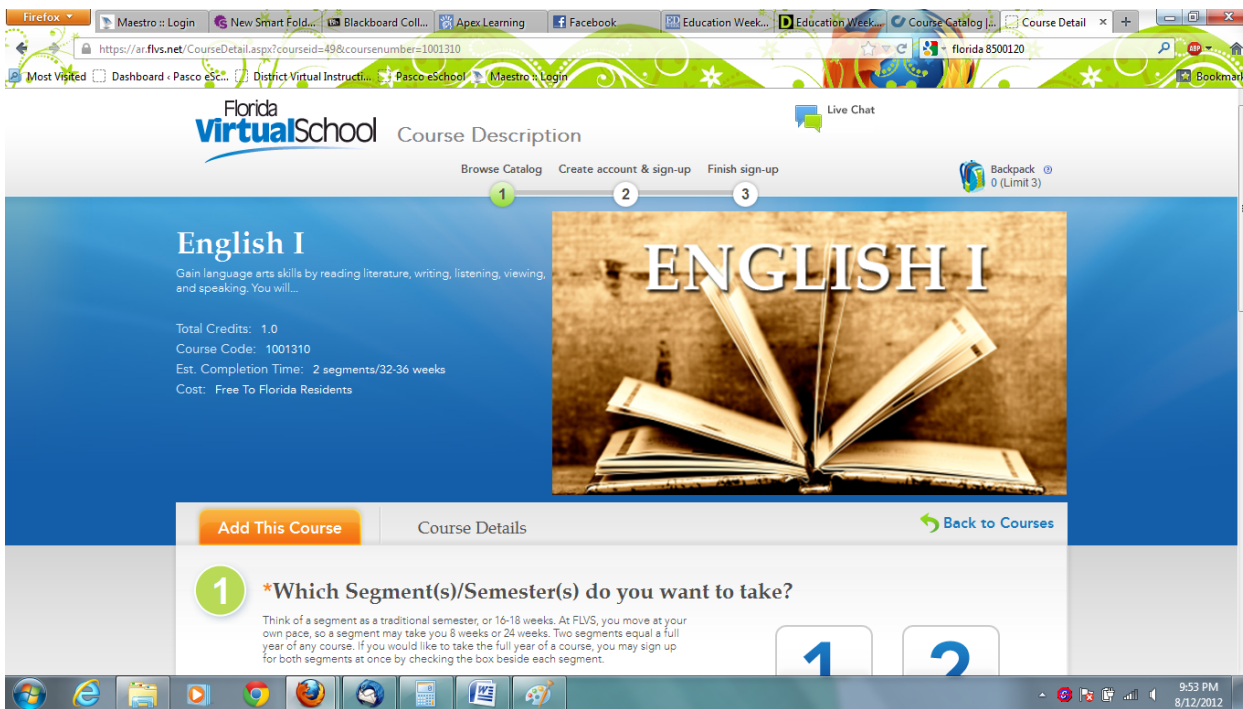
The screenshot shows the Florida Virtual School website interface, similar to the previous one. The "Choose a County" dropdown menu is now closed, and the "Pasco" option is selected. A new dropdown menu titled "Choose a Student Type" is open, displaying three options: "Public/Charter School Student", "Private School Student", and "Home School Student". The "Public/Charter School Student" option is highlighted. The rest of the page, including the heading "Let's customize your catalog", the maps, and the footer, remains the same as in the previous screenshot.

6. Browse the list of courses to pick the one you'd like to take.



You can change the filters by checking the boxes on the left side of the screen. Click the name of the course to select it. Hover your mouse over the course title to read more about it.

7. After you have created the course, you will answer more questions about your selection, including:
- The semester(s) you'd like to take.



- When you'd like your course to begin.

The screenshot shows the 'Course Details' page for a course. It features three numbered steps:

- *Which Segment(s)/Semester(s) do you want to take?***

Think of a segment as a traditional semester, or 16-18 weeks. At FLVS, you move at your own pace, so a segment may take you 8 weeks or 24 weeks. Two segments equal a full year of any course. If you would like to take the full year of a course, you may sign up for both segments at once by checking the box beside each segment.

Buttons for '1' and '2' are shown, both with green checkmarks.
- *Choose your earliest preferred start date:***

Students are placed as quickly as possible according to their requested start date. At certain times of the year, there may be a slight delay due to high volume requests. We continue to place students into courses as seats become available. This means that you may be placed after your preferred start date.

A calendar for August 2012 is displayed, with the date 'Monday, August 20, 2012' selected.
- *Course Availability:***

Please select whether you would like to take your course with Florida Virtual School or a Virtual School Franchise in your district:

A link for 'What is the Difference?' is visible.

- Which virtual school you'd like to enroll in. Select **Pasco eSchool** if the course is a part of your school day!

The screenshot shows the 'Course Availability' step of the enrollment process. It features two options separated by an 'OR' sign:

- Florida Virtual School:**

Great News! Your course is available with Florida Virtual School. An 'Add to Backpack' button is present.
- Select a District Franchise:**

A dropdown menu is set to 'Pasco eSchool'. A date field shows '8/20/2012' with a calendar icon. Below the date field, it says 'Choose from available dates. Use the calendar to select from the dates available to start your course. Why can't I pick my date?'. An 'Add to Backpack' button is present.

At the bottom of the page, there is a footer with contact information: 'Toll Free: 1.800.374.1430 or Contact Us', '© 2012 Florida Virtual School. All rights reserved. | Privacy Policy', and social media links for FAQs, Facebook, Twitter, and YouTube.

8. Click “Add to Backpack” to finish with the course request. You will then be able to pick another course by clicking “Add More Courses,” or you can finish your account creation with the “Continue” button.

The screenshot shows the Florida Virtual School Backpack interface. At the top, there is a navigation bar with the Florida Virtual School logo and the word "Backpack". Below this, there are three numbered steps: 1. Browse Catalog, 2. Create account & sign-up, and 3. Finish sign-up. The current step is 2. The main heading is "My Backpack". Below this is a table with the following columns: Course, Credits, Segment/Semesters, Earliest Preferred Start Date, Virtual School, Edit, and Delete. The table contains one row for "English I Code:1001310" with 1.0 credits, Segment 1 and Segment 2, and an earliest preferred start date of 08-20-2012. Below the table, there is a question "How do I delete one segment?" and two buttons: "Add More Courses" and "Continue".

Course	Credits	Segment/Semesters	Earliest Preferred Start Date	Virtual School	Edit	Delete
English I Code:1001310	1.0	Segment 1 Segment 2	08-20-2012	Pasco eSchool		

9. When you have finished requesting your course(s), you will enter your personal information to create your account:

The screenshot shows the Florida Virtual School "What happens next?" page. The page has a blue background and features a list of steps with checkmarks and numbers. The steps are: 1. Customize your results, 2. Browse your Course Catalog, 3. Create your account (highlighted with a red circle), and 4. Finish your sign-up. Below the list, there are two buttons: "Create My Account" and "Go Back to My Backpack". To the right of the text is an image of two students looking at a laptop. At the bottom of the page, there is a footer with the toll-free number "1.800.374.1430" and "Contact Us", a copyright notice "© 2012 Florida Virtual School. All rights reserved.", and social media links for Facebook, Twitter, and YouTube.

What happens next?

- ✓ Customize your results
- ✓ Browse your Course Catalog
- ③ Create your account
Now that you have chosen the course(s) you want, let's create your account and start the sign-up process! In this step, you will need to know some key information like your address, phone number, social security number and parent/guardian contact info.
- ④ Finish your sign-up

[Create My Account](#) [Go Back to My Backpack](#)

Toll Free: 1.800.374.1430 or [Contact Us](#)

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FAQs Stay Connected

10. Complete the forms to enter your personal information. All fields marked with an asterisk (*) are required.

New Student Sign Up

*First Name @ John Middle Name Last Name Smith

*Email jsmith@gmail.com *Confirm Email jsmith@gmail.com *Date of Birth @ Jul 4 1994

*User Name jsmith1994 *Password 8-32 Characters, At least 1 Alphabet and 1 Numeric *Confirm Password

*Security Question 1 In what year was your mother born? *Security Answer 1 1972

*Security Question 2 In what city or town did your mother and father meet? *Security Answer 2 Gainesville

Cancel Sign Up

11. You'll be asked to agree to some policies that are required by the Florida Virtual School and its franchises:

1 Student Commitment

By clicking the "I Agree" button at the bottom of this page, "I agree" to submit 100% of my own work, and I commit to Academic Integrity registering as a student at FLVS. By clicking the "I agree" button, I also agree to take a proctored exam at any time if requested and comply with all of the policies and procedures of the Florida Virtual School listed on FLVS.NET. Failure to comply with the Academic Integrity commitment or taking a proctored exam will be grounds for removal from the FLVS program.

I agree (Student Only)

2 Parent/Guardian Commitment

Parent/Guardian is allowed to agree to FLVS on behalf of their student

12. Finally, you will be asked to verify the information you provided and the course you selected:

The screenshot shows a web browser window displaying the 'Course Request Summary' page on the FLVS website. The browser's address bar shows the URL: <https://ar.flvs.net/EnrollmentConfirmationReceipt.aspx>. The page has a blue header with the title 'Course Request Summary'. Below the header is a table with the following data:

Course	Credits	Segment/Semesters	Earliest Preferred Start Date	Virtual School
English I Code:1001310	1.0	Segment 1 Segment 2	08-20-2012	Pasco eSchool

Below the table, there are two sections of information:

- Student Information:**
 - Legal Name: John Smith
 - Grade: 09
 - Date of Birth: Jul 04, 1994
 - Email Address: [Redacted]
 - Phone: 813.346.1900
 - Residential County: Pasco
 - Physical School Name: Pasco eSchool Full Time
- Parent/Guardian Information:**
 - Type: Mother
 - Name: JoAnne Glenn
 - Email Address: [Redacted]
 - Phone: 813.346.1900

At the bottom right of the page, there is an orange button labeled 'Back to FLVS.net'. The browser's taskbar at the bottom shows the date and time as 10:08 PM on 8/12/2012.

You'll receive confirmation via email, and will be able to login to your account within a couple of hours of completing the registration process.

Before you can be assigned to a classroom, here's what you will need to do:

- ✓ Have your parent/guardian create an account at the same site (<http://www.flvs.net>).
- ✓ Have your counselor enter approval for your course selection.

Before you can become activated in your online course, here's what you will need to do:

- ✓ Have your parent/guardian create an account.
- ✓ Have your counselor enter approval.
- ✓ Check your VSA account and/or registered email account daily for a welcome email from your instructor.
- ✓ Schedule (and complete) a welcome call with your virtual school teacher.