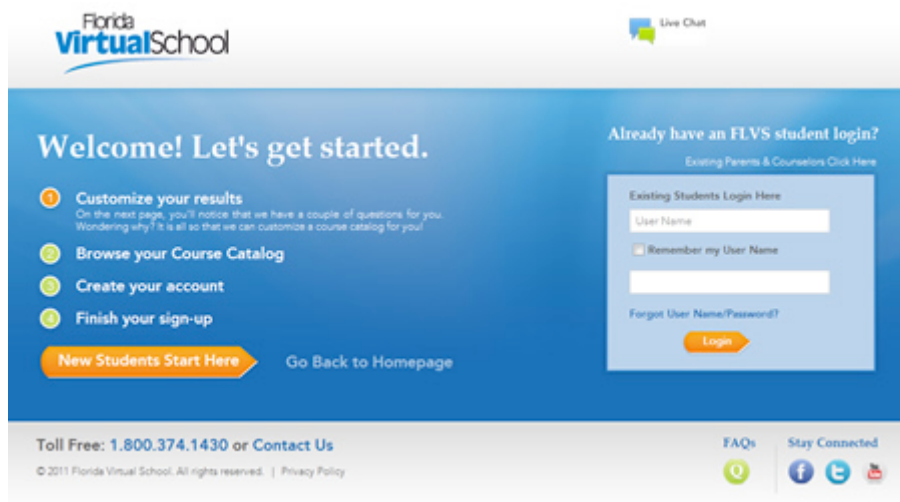


Enrolling in a Course and Creating an Account with FLVS

Select one of the Sign-up links on the FLVS homepage. From the registration welcome page, select the “New Students Start Here” button.



Step 1: Customize your Results.

1. A series of questions are given to customize the course catalog results.
 - a. Choose the “**I live in the Florida**” option.



- b. Choose a county.
- c. Select student type – public/charter, private or home school.

- d. Select the **Continue** button.

Florida
VirtualSchool

Let's customize your catalog

Choose a County
Orange ✓

Choose a Student Type
Public/Charter School Student ✓

Continue

Another US

2. A progress screen generates. This screen is updated each time a step is completed in the course enrollment process.

Florida
VirtualSchool

What happens next?

- ✓ Customize your results
- Browse your Course Catalog
You've customized your results, now you can browse our full list of courses, pick the course(s) right for you, and add them to your backpack.
- Create your account
- Finish your sign-up

Browse Course Catalog Go Back

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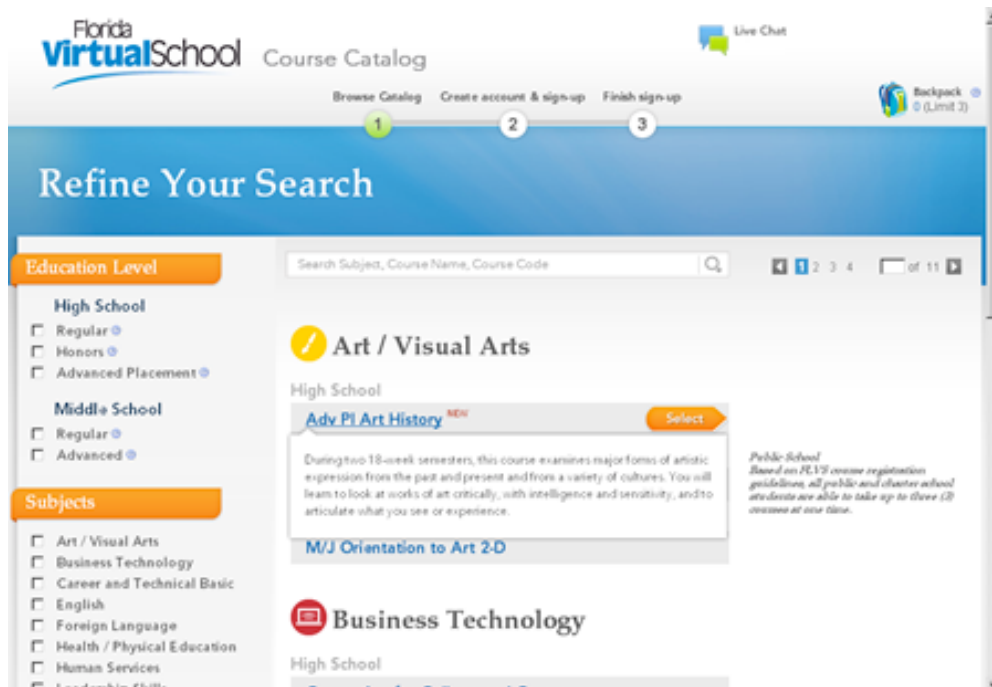
FAQs Stay Connected

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3. Select the **Browse Course Catalog** button to begin Step 2.

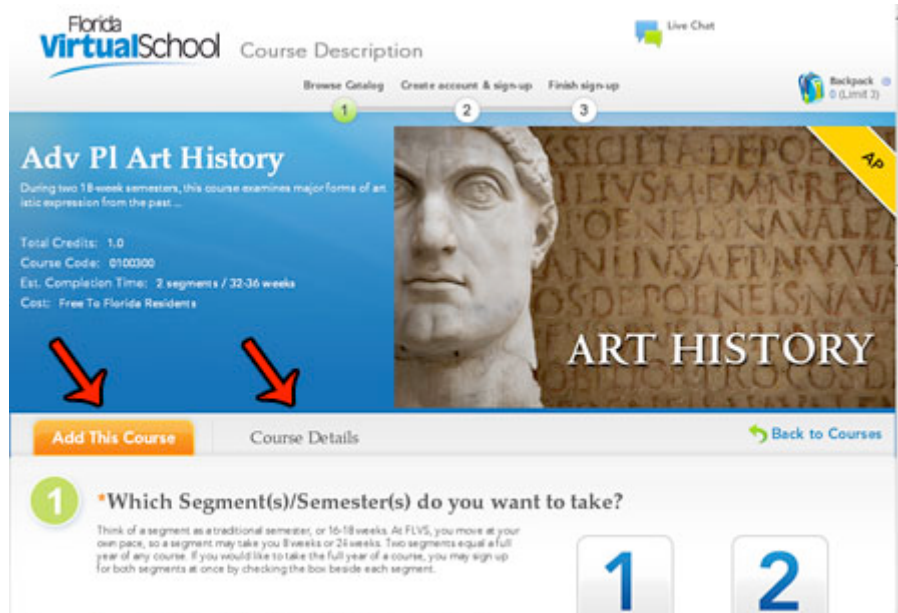
Step 2: Browse your Course Catalog.

1. The student is taken to the FLVS course catalog – customized to their answers in Step 1. The Backpack (course “shopping cart”) shows the total number of courses a public/charter school student is allowed (3). Courses are divided by middle and high school for easy searching. There are three ways to search for courses –
 - a. Search entire catalog by page.
 - b. Use the **search box** to narrow the results. (Reset the search tab to go back to first page of catalog.)
 - c. Use the filter options on the left to refine the search by **Education Level** and **Subject**.

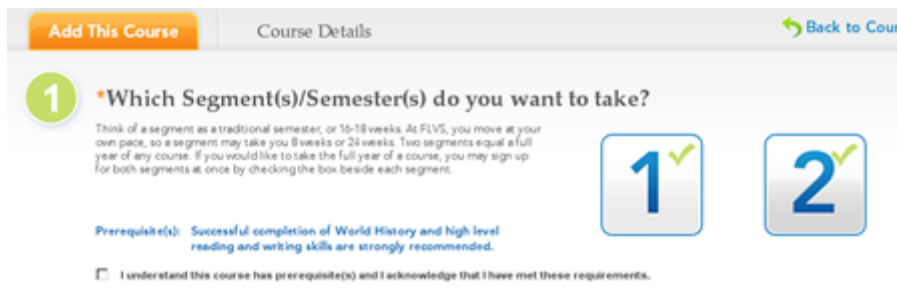


Note: Hover over a course title in the catalog to see summary information on the course.

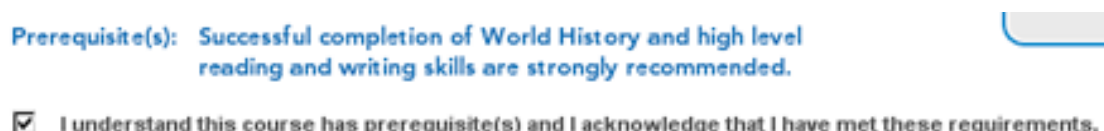
2. Select the title of the course, or the “Select” button, to view full information on the class. Two tabs will be available:



- a. **Add this course** – Description, Credits, Estimated Completion Times and Cost (free to FL student of course!) Pre-requisites and materials for the course will also be listed.
 - b. **Course Details** – This tab includes Communication/Participation Requirements, Description, Grading Policy, Overview and Scope and Sequence for the course.
3. Select the segment (1, 2, or both).



4. Select the check box to acknowledge the pre-requisites for the course have been met.




5. **Choose preferred start date:** Select the calendar icon and choose a date from the calendar provided.

2 *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.


6/1/2012



6. **Course availability:** The student is taking the course directly through FLVS. Select **"Add to Backpack"** in the Florida Virtual School box.

3 *Course Availability: [What is the Difference?](#)

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

 **Great News!**
Your start date is available


Florida
VirtualSchool


[Add to Backpack](#)

OR

Select a District Franchise

Please Choose

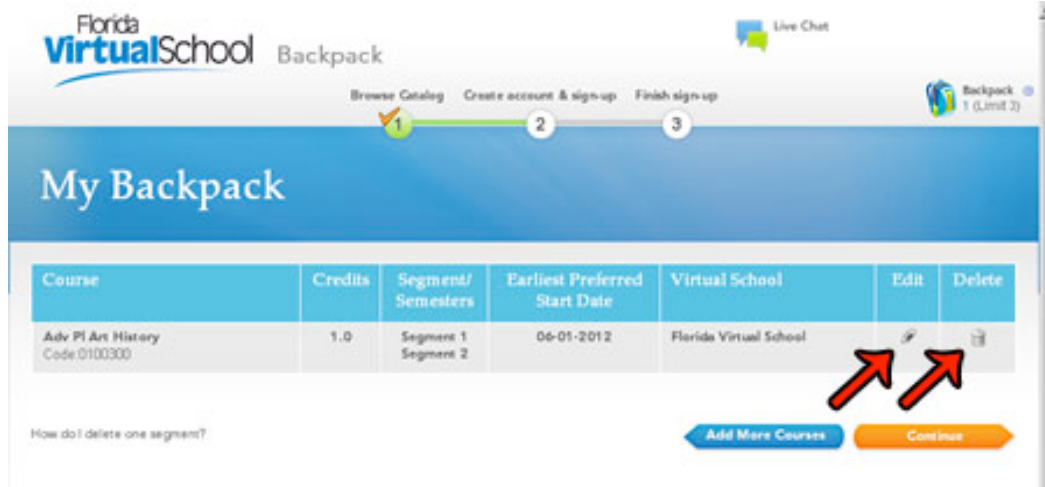
Choose from available dates 
Use the calendar to select from the dates available to start your course.



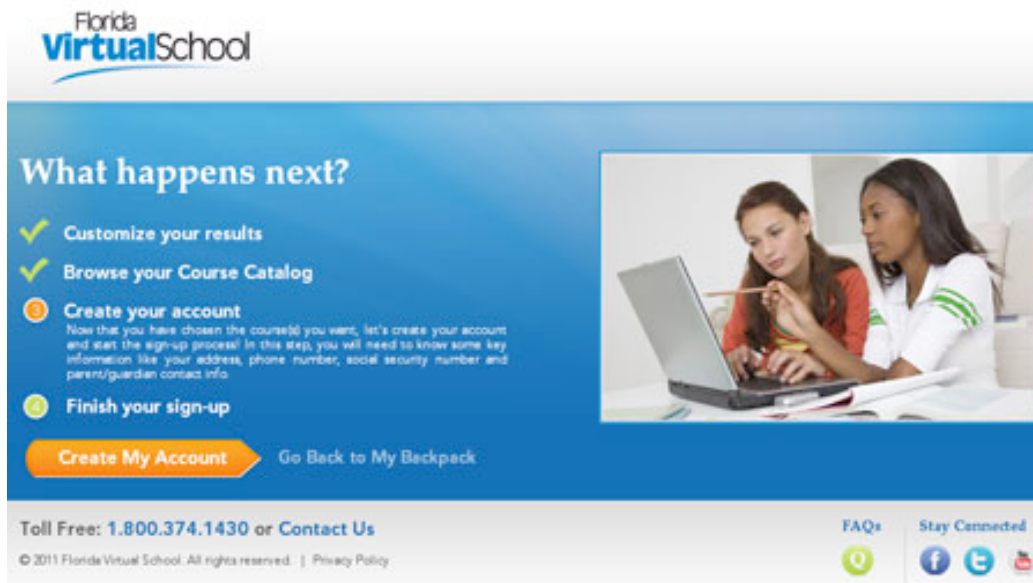
[Add to Backpack](#)

[Back to Courses](#)

7. The student is taken to the Backpack each time a course is selected to confirm the choice. The student has the option to edit the number of sections, start date, and FLVS/Franchise options. There is also the option to take a class out of the Backpack by selecting the delete button (trashcan icon).



8. Select the “Add More Courses” button to go back into the Course Catalog to select another course. Or select the **Continue** button to go on and create an account.
9. A progress screen generates to show the student where they currently are in the registration process. Select the “**Create My Account**” button to move on to Step 3.



Step 3: Create Account and Sign-up.

1. Fill in the all the fields that are required - a red asterisk appears next to each required field.
2. Select the **Sign up** button.

Note: Use the “Go Back” button to return to a previous section for editing or adding information at any time during the process.

The screenshot shows a 'New Student Sign Up' form with the following fields and requirements:

- First Name** (required)
- Middle Name**
- Last Name** (required)
- Email** (required)
- Confirm Email** (required)
- Date of Birth** (required), with dropdowns for Month, Day, and Year
- User Name** (required), with a note: "A-Z, a-z, 0-9 allowed, no spaces or other characters"
- Password** (required), with a note: "8-32 Characters, At least 1 Alphabet and 1 Numeric"
- Confirm Password** (required)
- Security Question 1** (required), with a dropdown menu showing "Please Choose"
- Security Answer 1** (required)
- Security Question 2** (required), with a dropdown menu showing "Please Choose"
- Security Answer 2** (required)

Buttons: Cancel (blue), Sign Up (orange)

3. **Student Information.** Some fields are auto populated; fill in the required fields for the *Personal Information*, *Physical School* and *Address* sections.

Note: If conflicting information is entered, a warning appears and the Backpack is emptied. If this happens, the student will have to go through the previous steps again.

Example: School type entered is public/charter, but the student selects a private school from the School Name list.

Also, a valid address and telephone number is required. If an invalid US telephone number is entered, a warning will appear and a valid number needs to be entered before moving on.

Student Information

Personal Information

Physical School

My School is not listed

Address

[Next](#)

4. Select the **Next** button.
5. **Enter Parent/Guardian Information.** Students are able to add as many contacts as needed. Select the **Next** button when ready to move on.

Parent / Guardian Information

Personal Information

[Go Back](#) [Next](#)

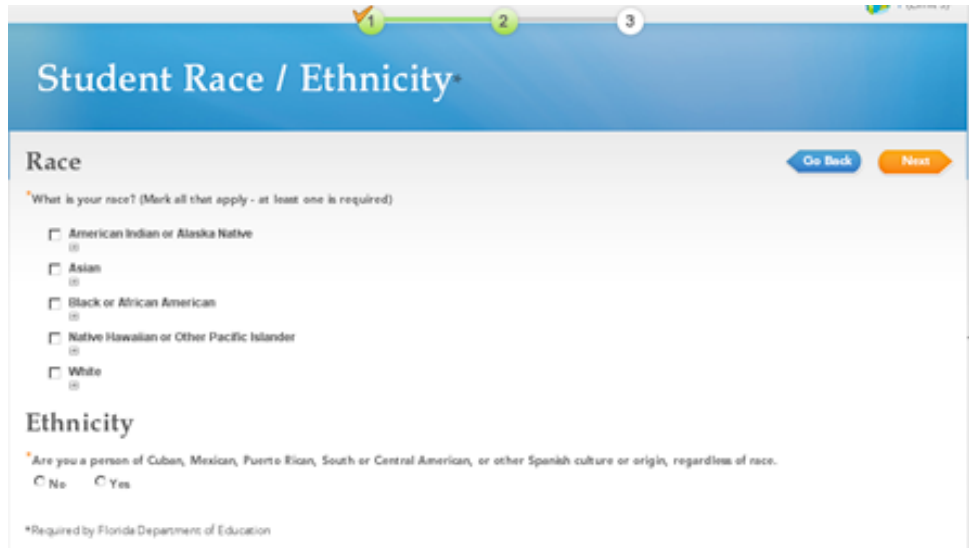
Address

Address same as student profile [Add Address](#)

Telephone

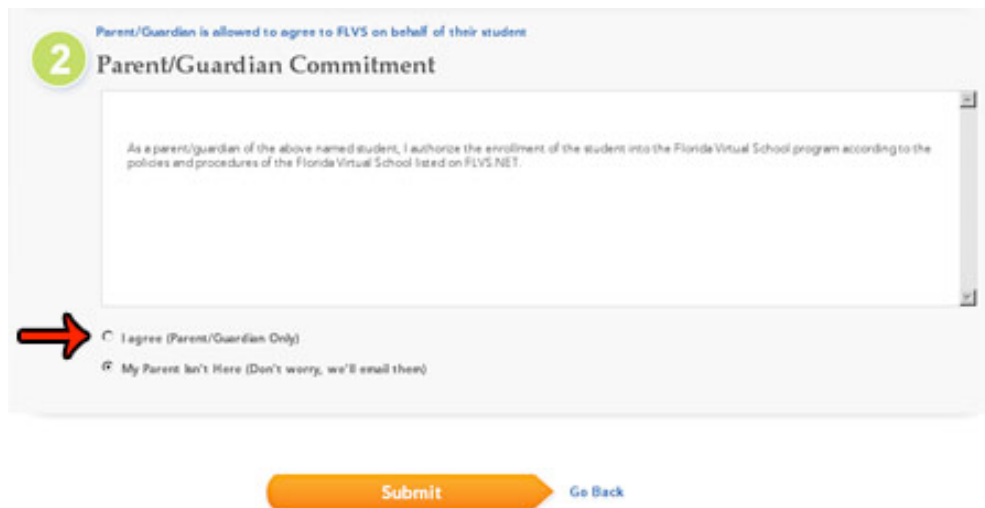
[Add Telephone](#)

6. **Enter Student Race/Ethnicity information.** This information is required by Florida Department of Education.



The screenshot shows a web form titled "Student Race / Ethnicity". At the top, there are three numbered steps: 1 (highlighted in green), 2, and 3. The form has a blue header with the title. Below the header, there are "Go Back" and "Next" buttons. The "Race" section asks "What is your race? (Mark all that apply - at least one is required)" and lists five options with checkboxes: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. The "Ethnicity" section asks "Are you a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race?" with "No" and "Yes" radio buttons. A footnote at the bottom states "*Required by Florida Department of Education".

7. On the **Commitments** page, select the check box to “Agree” to the student commitment. If the parent/guardian isn’t present, the student can select the option “My parent isn’t here.” to move on.



The screenshot shows a web form titled "Parent/Guardian Commitment" with a green circle containing the number "2". Above the title, it says "Parent/Guardian is allowed to agree to FLVS on behalf of their student". The form contains a text box with the following text: "As a parent/guardian of the above named student, I authorize the enrollment of the student into the Florida Virtual School program according to the policies and procedures of the Florida Virtual School listed on FLVS.NET." Below the text box are two radio button options: "I agree (Parent/Guardian Only)" and "My Parent Isn't Here (Don't worry, we'll email them)". A red arrow points to the "I agree" option. At the bottom, there are "Submit" and "Go Back" buttons.

Note: A link to the agreement is sent through email to the first parent/guardian listed. The enrollment request won't move forward until the parent/guardian has signed off on this commitment.

8. Select the **Submit** button.
9. The student is taken back to the Progress screen. Select the “View Course Request Summary” button to move on to Step 4.

Finish your sign-up

- ✓ Customize your results
- ✓ Browse your Course Catalog
- ✓ Create your account
- ④ **Finish your sign-up**
Great job so far! You are almost done signing up for your FLVS course(s). Check your email for our registration checklist to ensure your enrollment goes smoothly.

[View Course Request Summary](#)

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[FAQs](#) [Stay Connected](#)

[Q](#) [f](#) [t](#) [y](#)

Step 4: Finish your Sign-up.

1. Review the courses and the information provided.

Course Request Summary

Course	Credits	Segment/ Semesters	Earliest Preferred Start Date	Virtual School
Adv Pl Art History Code:0100300	1.0	Segment 1 Segment 2	06-01-2012	Florida Virtual School

Student Information

Legal Name: **Alice Test**
 Grade: **10**
 Date of Birth: **Jan 04, 1997**
 Email Address: **Atest@flvs.net**
 Phone:
 Residential County: **Orange**
 Physical School Name: **Freedom High School**

Parent/Guardian Information

Type: **Mother**
 Name: **Mom Test**
 Email Address: **mtest@flvs.net**
 Phone:



2. Account creation takes the system approximately five minutes. Please have the students wait a little while before attempting to log in. Have the students select "Back to FLVS.net," or visit flvs.net when they are ready to log into their VSA account.