


Sign Up Process – FLORIDA Public/Private School Students

	Action Required	Notes/Reference:																								
<p>1</p> <input type="checkbox"/>	<p>Confirm your eligibility for FLVS Courses as a Florida Resident.</p> <ul style="list-style-type: none"> You must be a student (grade 6-12) of a public school or private affiliated school in Florida 	<p>Please contact your school counselor to discuss your curriculum needs and credit transfers. Private school students will need to check with their school to make sure it is affiliated with FLVS.</p>																								
<p>2</p> <input type="checkbox"/>	<p>Create your FLVS Account (Student). Go to page one of the application. You will setup an FLVS account by providing student and school information.</p> <ul style="list-style-type: none"> Be sure to write down your username and password after creating your account. (This will also be emailed to you) Once you reach the “Congratulations” page, you have finished creating your student account. 																									
<p>3</p> <input type="checkbox"/>	<p>Request Courses. (Student) After you have created your student account, login and click on “Request Courses” on the left-hand side of your dashboard. Once you have found the right course(s), select the course(s) that you want to request.</p> <ul style="list-style-type: none"> Be sure to click on the left “select” link to select the course. After requesting courses you may logout 	<table border="1"> <thead> <tr> <th>Course</th> <th>Credits</th> <th>Virtual School</th> </tr> </thead> <tbody> <tr> <td>Adv Pl</td> <td>1.0</td> <td>Florida Virtual School</td> </tr> <tr> <td>Calculus AB</td> <td>1.0</td> <td>Florida Virtual School</td> </tr> <tr> <td>Algebra I</td> <td>1.0</td> <td>Florida Virtual School</td> </tr> <tr> <td>Algebra I A</td> <td>1.0</td> <td>Florida Virtual School</td> </tr> <tr> <td>Algebra I B</td> <td>1.0</td> <td>Florida Virtual School</td> </tr> <tr> <td>Algebra II</td> <td>1.0</td> <td>Florida Virtual School</td> </tr> <tr> <td>Geometry</td> <td>1.0</td> <td>Florida Virtual School</td> </tr> </tbody> </table>	Course	Credits	Virtual School	Adv Pl	1.0	Florida Virtual School	Calculus AB	1.0	Florida Virtual School	Algebra I	1.0	Florida Virtual School	Algebra I A	1.0	Florida Virtual School	Algebra I B	1.0	Florida Virtual School	Algebra II	1.0	Florida Virtual School	Geometry	1.0	Florida Virtual School
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<p>4</p> <input type="checkbox"/>	<p>Create a Parent/Guardian Account (Parent). The parent will now set up an FLVS account at https://vsa.flvs.net/.</p> <ul style="list-style-type: none"> Click on “Apply for Parent/Guardian Account” in the left column menu bar. Select “No” and then click on Submit. Then enter your student’s username and password provided in Step 2 above. Follow the steps to create your account. Additional children may be added to this parent/guardian's account. Write down your Parent/Guardian username and password, and then logout. 	<p>With this account the parent can monitor the Student’s Account and Courses.</p>																								

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<p>5</p> <input type="checkbox"/>	<p>Approve Course Requests (Parent) The Parent/Guardian will log in at www.flvs.net</p> <ul style="list-style-type: none"> Use the Parent/Guardian username and password provided in Step 4. Click on approve next to the courses that your student has requested. 	
<p>6</p> <input type="checkbox"/>	<p>Guidance Counselor approval Your school Guidance Counselor will need to approve the courses you requested. He/she will need to set up an FLVS account where he/she can approve your course requests and monitor your progress in the course.</p>	<p>Note: This step must be completed before you can be placed on the waitlist for your course.</p>
<p>7</p> <input type="checkbox"/>	<p>Waiting List. After your course request has been approved by both your parent and your guidance counselor, you will be put on the waiting list for the course. Average wait time is 3-6 weeks, but it could be longer depending on the course.</p>	<p>Note: While waiting to be activated in a class, you can participate in Student Activities, or start preparing for your class with the reading lists. Visit the Student Services Center for more information.</p>
<p>8</p> <input type="checkbox"/>	<p>Monitor your FLVS account (Student/Parent) Please login to your FLVS account twice a week to see if you have been accepted into a course.</p> <ul style="list-style-type: none"> You will need to use your username and password provided in Step 2 above. If you don't monitor your student account you might miss an opportunity to be placed in a course. A Parent can also use his/her Guardian FLVS account to monitor the course request status. 	<p>VERY IMPORTANT! Login to your FLVS account at www.flvs.net 2 times a week to monitor the status of your course request.</p> 