

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)</p> <p>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)</p> <p>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 “add” link to select the course. After requesting courses you may logout 	
<p>4</p> <input type="checkbox"/>	<p>Create a Parent/Guardian Account (Parent)</p> <p>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>

	Action Required	Notes/Reference:
<p>5</p> <input type="checkbox"/>	<p>Guidance Counselor Enrollment Verification Your school Guidance Counselor will need to verify the course(s) you requested. He/she will need to set up an FLVS account where he/she can verify your course requests and monitor your progress in the course.</p>	<p>Note: This step must be completed before your course request can be processed.</p>
<p>6</p> <input type="checkbox"/>	<p>Awaiting Placement After your course request has been verified by your school counselor, you will be put on the Course Request Complete list for the class.</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>7</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 assigned to 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 style="text-align: center;">VERY IMPORTANT!</p> <p style="text-align: center;">Login to your FLVS account at www.flvs.net 2 times a week to monitor the status of your course request.</p> 