



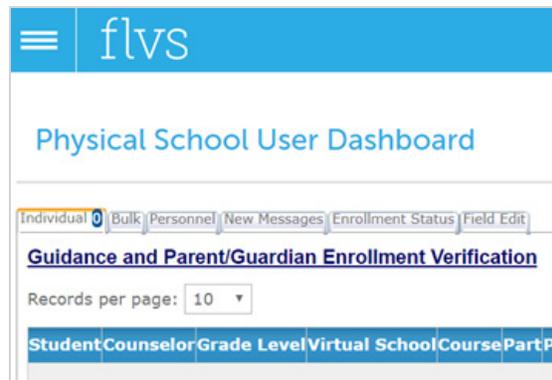
# HOW TO UPDATE PERSONNEL

## on your Florida Virtual School Account

### Updating Personnel

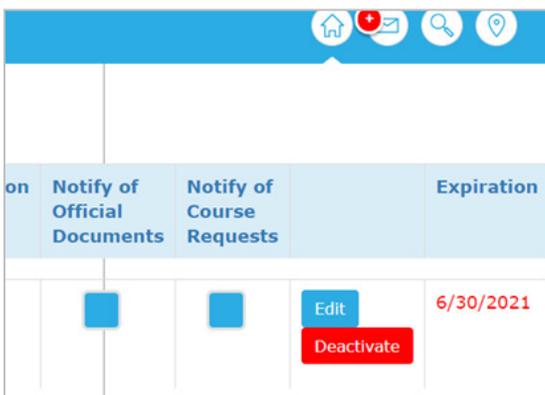
It is easy to update personnel on your FLVS account. Any user with either Administrative or Lead Counselor designation can perform this task. Below are steps to Deactivate, Add, or Reactivate personnel.

1. Log into your FLVS account.
2. Click on the "Personnel" tab (the third one from the left). A list of all users and their information will appear.



### Deactivating Personnel

If you wish to deactivate personnel who are no longer at your school site, scroll to the right and click on "Deactivate".



## Adding Personnel

1. Scroll to the bottom of the personnel list and add the information. You will choose a starting password which will be changed once the user logs into their new account. The computer will generate the username. You will also decide what type of user they are (Guidance, Admin, Facilitator, Registrar).

Counselor	School	*****	PS Guidance	<input type="checkbox"/> LEAD GUIDANCE COUNSELOR	schoolcounselor@gmail.com	239-555-5555
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2. You will also determine if the notification boxes should be checked or remain unchecked. The system will send automated email notifications when there are Official Documents or Course Requests. You will need to determine at the school level who should receive these.
3. Click on add, and your new user is all set. They will receive a computer-generated email with their new login.

Notify of Official Documents	Notify of Course Requests
<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
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## Reactivate Personnel

It is easy to return a user to active status again if they are accidentally deactivated or if they return to your school site.

1. Click on "Show Expired Users" and the list of deactivated personnel will appear.
2. Scroll to the right and click on "Reactivate".

<input type="button" value="Show Expired Users"/>		
Last Name	First Name	User

Notify of Official Documents	Notify of Course Requests	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Reactivate"/>

