


# Sign Up Process - Public School Students

	Action Required	Notes/Reference:																								
<p><b>1</b></p> <p><input type="checkbox"/></p>	<p><b>Confirm your eligibility for FLVS Courses.</b> You must be a student (<b>grade 6-12</b>) of a public school.</p>	<p>Please contact your school counselor to discuss your curriculum needs and credit transfers.</p>																								
<p><b>2</b></p> <p><input type="checkbox"/></p>	<p><b>Create your FLVS Account (Student).</b> Go to <a href="#">page one of the application</a>. You will setup an FLVS account by providing student and school information.</p> <ul style="list-style-type: none"> <li>• Be sure to write down your username and password after creating your account. (This will also be emailed to you)</li> <li>• Once you reach the “Congratulations” page, you have finished creating your student account.</li> </ul>																									
<p><b>3</b></p> <p><input type="checkbox"/></p>	<p><b>Request Courses. (Student)</b> 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"> <li>• Be sure to click on the left “select” link to select the course.</li> <li>• After requesting courses you may logout</li> </ul>	<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><b>4</b></p> <p><input type="checkbox"/></p>	<p><b>Create a Parent/Guardian Account (Parent).</b> The parent will now set up an FLVS account at <a href="https://vsa.flvs.net/">https://vsa.flvs.net/</a>.</p> <ul style="list-style-type: none"> <li>• Click on “Apply for Parent/Guardian Account” in the left column menu bar. Select “No” and then click on Submit.</li> <li>• Then enter your student’s username and password provided in Step 2 above.</li> <li>• Follow the steps to create your account.</li> <li>• Additional children may be added to this parent/guardian’s account.</li> <li>• <b>Write down your Parent/Guardian username and password, and then logout.</b></li> </ul>	<p>With this account the parent can monitor the Student’s Account and Courses.</p>																								

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<p><b>5</b></p> <input type="checkbox"/>	<p><b>Approve Course Requests (Parent)</b> The Parent/Guardian will log in at <a href="http://www.flvs.net">www.flvs.net</a></p> <ul style="list-style-type: none"> <li>Use the Parent/Guardian username and password provided in Step 4.</li> <li>Click on approve next to the courses that your student has requested.</li> </ul>	
<p><b>6</b></p> <input type="checkbox"/>	<p><b>Guidance Counselor approval</b> 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><b>Note:</b> This step must be completed before you can be placed on the waitlist for your course.</p>
<p><b>7</b></p> <input type="checkbox"/>	<p><b>Waiting List.</b> 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><b>Note:</b> 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><b>8</b></p> <input type="checkbox"/>	<p><b>Monitor your FLVS account (Student/Parent)</b> 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"> <li>You will need to use your username and password provided in Step 2 above.</li> <li>If you don't monitor your student account you might miss an opportunity to be placed in a course.</li> <li>A Parent can also use his/her Guardian FLVS account to monitor the course request status.</li> </ul>	<p><b>VERY IMPORTANT!</b> Login to your FLVS account at <a href="http://www.flvs.net">www.flvs.net</a> 2 times a week to monitor the status of your course request.</p> 