

## Creating an FLVS Account

If you have previously created an FLVS profile, **STOP**, do not create second one. Contact Laura Austin at the email/phone number above for login information.

### Creating an FLVS Account

- Go to [www.flvs.net](http://www.flvs.net) and choose "Enroll" on top navigation bar.
- Choose "**County Virtual School**"
- Choose "Enroll in 6 – 12"
- Choose "New Students Start Here" and select "I live in Florida" from the dropdown menu.
- Choose "Santa Rosa" for county, "Public/Charter School Student" for student type, then click "Continue."
- On "Refine Your Search" page, place cursor on backpack icon in upper right corner and left click.
- Select "Continue." (You will add courses later.)
- Select "Create My Account," fill in Personal Information, then select "Sign Up."
- Fill in the other information under "Personal Information."
- Under "Physical School," select the appropriate grade level and make sure the county is "Santa Rosa."
- Enter ten digit student ID(#57)
- Under "School Name," choose your school. Under "School Counselor," choose your guidance counselor.
- Complete the information under "Address" and "Telephone" and select "Next."
- Have your parent complete "Parent/Guardian Information" and select "Next."
- Complete "Race" and "Ethnicity" and select "Next."
- Student and Parent should click "I agree" under "Commitments" and then select "Submit."

### Requesting Courses

- Login into your FLVS account and select "Request New Courses" from the top navigation bar.
- Verify that your student information is correct and select "Save and Continue."
- Select "Browse Course Catalog" then refine your search by selecting the appropriate boxes on the left. For instance, if you are a high school student wanting to take Algebra 1, check the appropriate level under "High School" and check "Mathematics" under "Subject."
- Select the course you want to take and then the following:
  - 1) Select one or both segments, according to instructions from your school counselor.
  - 2) Choose your preferred start date of \_\_\_\_\_ (date given by counselor).
  - 3) If you want a local Santa Rosa County teacher and your school counselor to have full access to your course should you have problems, under "Course Availability, choose "Select a District Franchise" and then "Santa Rosa Online" so that you end up with a green check on the right (see below).

## 2 \* Choose your earliest preferred start date with Florida Virtual School or a Virtual School Franchise in your district.

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.

Select **Florida Virtual School**

Course placement process can take up to 2 weeks from your preferred start date. Consider this when selecting your date. Why can't I pick my date?

**Continue**

OR

What is the Difference?

Select a District Franchise

Santa Rosa Online

9/8/2014

Course placement process can take up to 2 weeks from your preferred start date. Consider this when selecting your date. Why can't I pick my date?

**Continue**

- Once you have chosen Santa Rosa Online and the date, press "Add to Backpack."
- At that point, you can request additional courses or logout. **ALL STUDENTS and PARENTS** should be sure to watch "FLVS Quick Start: New Student Orientation" (link found on the student dashboard when you login to FLVS) before the student begins virtual classes.