**Directions to sign up for an online class with FLVS**

1. **FLVS -** no cost to student.

a) Go to [www.flvs.net](http://www.flvs.net) and click on **“ENROLL” Choose FLVS-Flex (part-time) K-12** (If you already have an account with FLVS skip this part and go to “Log in” and select classes from there).

b) on **Step #2“Pick Courses” select 6-12**

c) Next click on **“New Students Start Here”**

d) Then student selects that he/she is a Florida resident “I live in Florida”

e) Then student selects that he/she is a Leon County student and then selects that he/she is a public/charter school student and clicks on **“Continue”.**

f) Next, you will then be directed to **BROWSE THE COURSE CATALOG and select the classes you need** by adding them to your back-pack icon. (a maximum of 3 classes may be stored in your backpack (i.e. taken at one time**). You can narrow your selection by clicking on the subject area you are looking for (i.e. Foreign Language for Spanish I).Click on the class you want and then choose the segment/semester you need and the date you want to begin the class. (You must select BOTH segments 1 and 2 if you are taking the full year of the class).**

g) Next you will be prompted to **select your start date** by clicking on the calendar icon and choosing one of the dates open on the calendar**)**. Pick the earliest date possible if you are ready to begin. If you are signing up for a class you want to take later, you may select your start date up to three months in advance. (You will not be assigned a class earlier than your requested start date). Because some courses may be in greater demand, keep in mind that there may also be a one-two week wait period even if you choose to start right away.

h) You will then be directed to **create your Virtual School account**.

Follow directions and enter demographic information for your profile.

i) **Your PARENT MUST send an e-mail to your school counselor** stating that you have registered for the specific class with FLVS and that they approve said course.

j) The counselor will then submit approval on-line. Your status will then change to CRC (course request completed). ***Counselors cannot submit approval until you have registered for the class you need, have demonstrated parent approval***, ***and then contacted Guidance via e-mail.***

k) **Log into your account daily to see when a teacher has been assigned and for your “status” to be updated** from Course request complete (CRC) to Course Active (CA). **Once you see your status change to CA, you may begin accessing and completing your assignments on-line.** (You will also be asked to complete a brief orientation session).

l) **CHECK THE MESSAGE LINK** in your Virtual School account every day because your teacher will let you know it's time to set up the required WELCOME CALL. If you don’t respond, you may be dropped from the course.

m) Make a plan to work on your online coursework without skipping many days. ALWAYS check your FLVS messages because that's where you get warnings. IF you withdraw from the class before the 14 day grace period ends, there is no penalty. IF you stop working or forget to withdraw, you may be withdrawn with an F. **Please stay in contact with your LCVS or FLVS teacher and let him/her know if you will be out for an extended time** (i.e. vacation, illness).