

Creating an Account with Lee Virtual School and Requesting a Course.

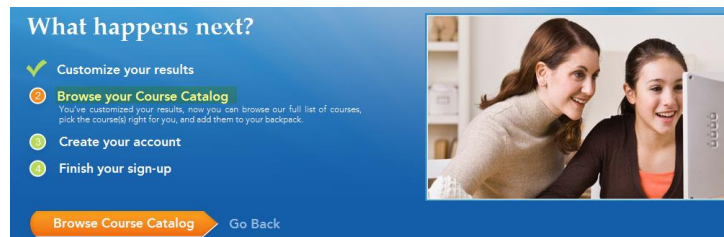
Click <https://login.flvs.net/?returnUrl=https://vsa.flvs.net> to register.

- From the registration welcome page, select the **"New Students"** button.

Step 1: Customize your Results

A series of questions are given to customize the course catalog results.

- Select **"I live in Florida"** option.
- Choose a **county**.
- Select **student type** – public/charter, private, or home school.
Select **Continue** button.

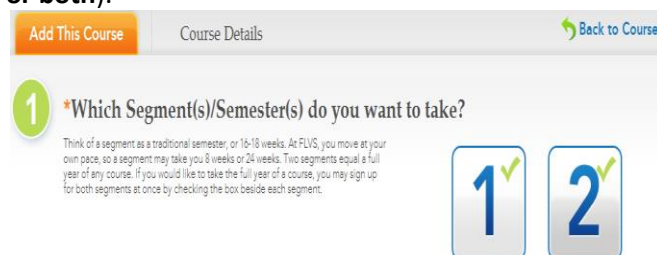


- Select the **Browse Course Catalog** button to begin Step 2.

Step 2: Browse your Course Catalog

The student is taken to the FLVS course catalog – customized to their answers in Step 1.

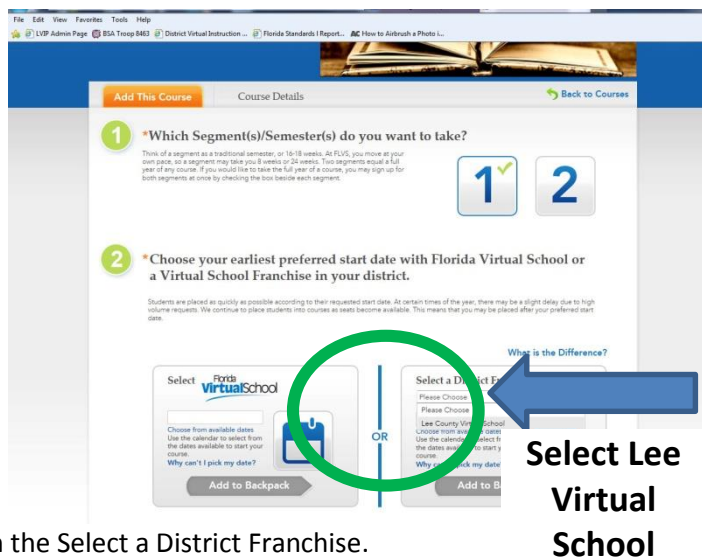
- Search entire catalog by page.
 - Use the search box to narrow the results. (Reset the search tab to go back to first page of catalog.)
 - Use the filter options on the left to refine the search by **Education Level** and **Subject**.
 - Choose the course.
- Select the **Segment (1, 2, or both)**.



- Select the **check box** to acknowledge the prerequisites(s) for the course have been met.

MAKE SURE TO SELECT THE DISTRICT FRANCHISE AS *****LEE VIRTUAL*****

- **Choose preferred start date:** Select the calendar icon and choose a date from the calendar provided.



- Select **"Add to Backpack"** in the Select a District Franchise.

The student is taken to the Backpack each time a course is selected to confirm the choice.

Select the **"Add More Courses"** button to go back into the Course Catalog to select another course. Or select the **Continue** button to go on and create an account.

- A progress screen generates to show the student where they currently are in the registration process. Select the **"Create My Account"** button to move on to the next Step.



- Create Account and Sign-up. Fill in the required fields which are indicated by a red asterisk.
- Indicate specific and accurate contact information for student (phone, email, etc).
- Indicate specific and accurate contact information for parent/guardian (phone, email, etc.). Parent/guardian contact information *should* be different than student's contact information. Student contact information **should not** be duplicated for parent/guardian.
- Select the **Sign up** button.
- There will be numerous fields to complete.
- Select the **Submit** button.

*****Write down your User Name and Password*****

- The student is taken back to the Progress screen. Select the orange "View Course Request Summary" button to move to the next step.
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Finish your Sign-up

1. Review the courses and the information provided.
2. Account creation takes the system approximately five minutes. Please have the students wait a little while before attempting to log in. Have the students select "Back to FLVS.net," or visit flvs.net when they are ready to log into their VSA account.
3. Communicate with your school counselor to finalize approval for request course.