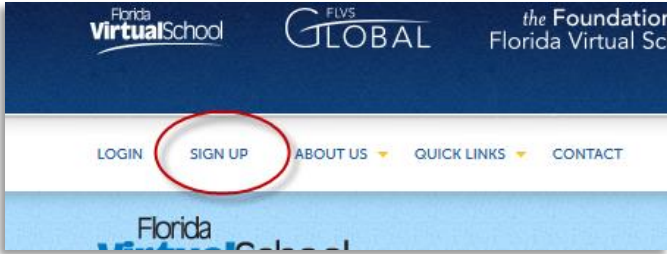
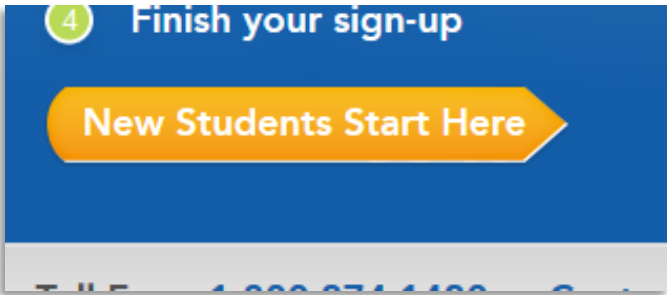





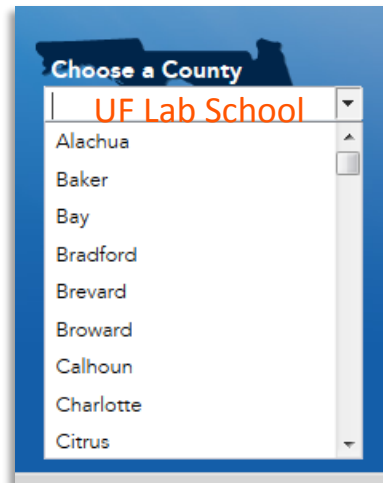
## How-To Create an FLVS Account and Request a Course with MyDistrict Virtual School

Follow these steps to create an FLVS Student Account and request courses through MDVS.

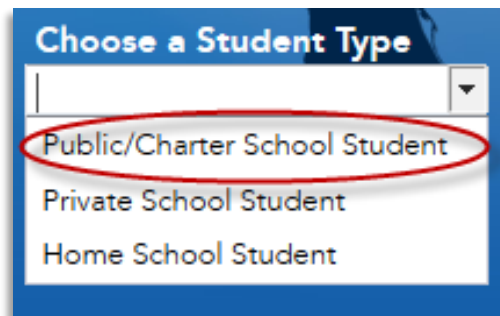
<p>1. Begin by going to the Florida Virtual School (FLVS) website.</p>	<p><a href="http://www.flvs.net">www.flvs.net</a></p>
<p>2. Select "Sign Up" from the top menu.</p>	
<p>3. Select the "New Students Start Here" button.</p>	
<p>4. Select your state.</p>	

5. From the list of counties, select the county in which you live.

\*Note: PK Yonge is a part of UF Lab School



6. From the “Choose a Student Type” menu, select “Public/Charter School Student.”



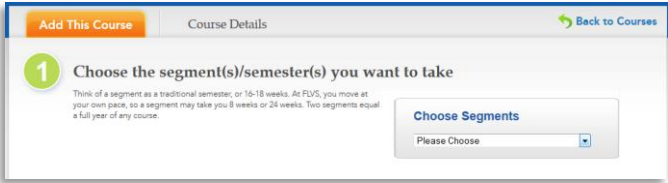
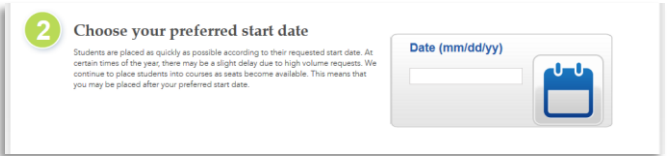
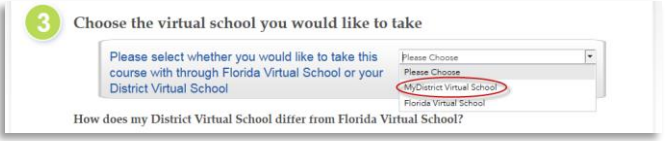
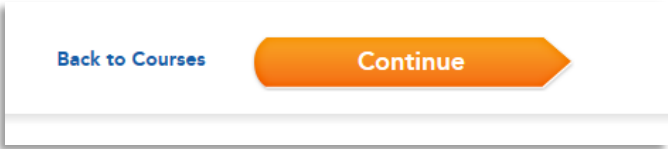
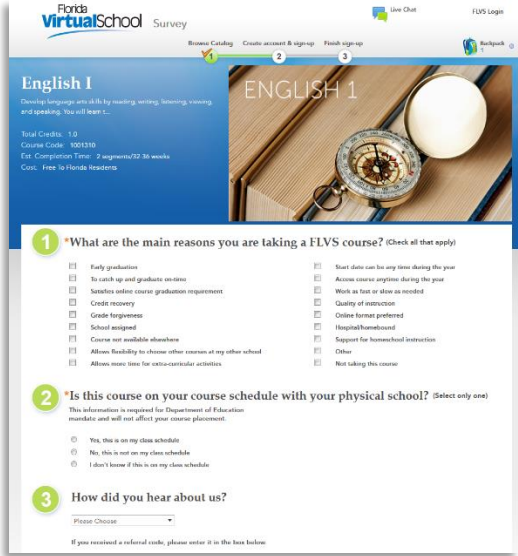
7. Click the yellow “Continue” arrow.



8. Search for courses by selecting the course level that interests you under the applicable school category (High School or Middle School).

\*\*You can click on the courses to see discriptions\*\*

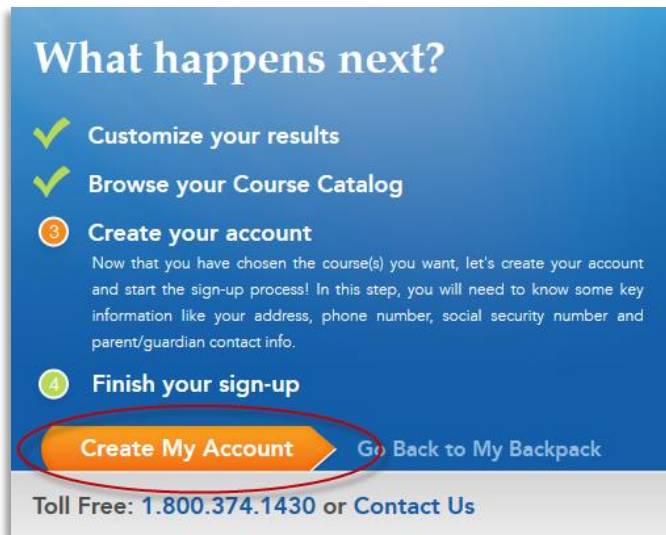


<p>9. Select the segment(s) you want by selecting them from the “Choose Segments” drop down menu.</p>	 <p>You must choose "All" or both segments</p>
<p>10. Select your preferred start date from the drop down menu.</p>	<p>For courses during the school year</p>  <p>August 15, 2016</p>
<p>11. From the drop down menu, select “MyDistrict Virtual School.”</p> <p>12. Click the yellow “Continue” arrow at the bottom of the screen.</p>	 <p>Be careful. You MUST choose MyDistrict in order to take the course during school.</p> 
<p>13. Complete the Florida Virtual School Survey.</p>	

14. Review your course selections and click the yellow “Continue” arrow.



15. Click the yellow “Create My Account” arrow.



16. Complete the “New Student Sign Up” form with your personal information. Once complete, click the yellow “Sign Up” arrow.

The screenshot shows a 'New Student Sign Up' form with the following fields: First Name, Middle Name, Last Name, Email, Confirm Email, Date of Birth (Month, Day, Year), User Name, Password, Confirm Password, Security Question 1, Security Answer 1, Security Question 2, and Security Answer 2. There are also instructions for password requirements: 'A-Z, a-z, 0-9 allowed, no spaces or other characters'. At the bottom right, there are 'Cancel' and 'Sign Up' buttons, with the 'Sign Up' button circled in red.

17. Complete the “Student Information” form. Once complete, click the yellow “Next” arrow.

The screenshot shows the "Student Information" form with the following sections and fields:

- Personal Information:** Includes fields for First Name (Nefec), Middle Name, Last Name (Train), Date of Birth (Jun 6, 2003), Gender, Birth Country, Primary Language, and Social Security Number (XXX-XX-XXXX). A yellow "Next" arrow is in the top right.
- Physical School:** Includes fields for Current Grade Level, County (Putnam), Student Type (Public/Charter School S), Student Number ID Florida, School Name, School Counselor, and District Student ID. A "Request from my school" link is present.
- Address:** A section with a label "Please Enter Your Address" and an "Add Address" button.
- Telephone:** A section with a label "Please Enter Your Telephone #" and an "Add Telephone" button.

A red circle highlights the yellow "Next" arrow at the bottom right of the form.

18. Complete the “Parent/Guardian Information” form. Once complete, click the yellow “Next” arrow.

The screenshot shows the "Parent / Guardian Information" form with the following sections and fields:

- Personal Information:** Includes fields for Parents/Guardian Type, First Name, Middle Name, Last Name, and Email Address. "Go Back" and "Next" buttons are in the top right.
- Address:** Includes a label "Please Enter Your Address", a checkbox for "Address same as student profile", and an "Add Address" button.
- Telephone:** Includes a label "Please Enter Your Telephone #" and an "Add Telephone" button.

An "Add Another Parent/Guardian" button is located below the telephone section. A red circle highlights the yellow "Next" arrow at the bottom right of the form.

19. Complete the “Student Race/Ethnicity” form. Once complete, click the yellow “Next arrow.”

**Student Race / Ethnicity**

**Race**

What is your race? (Mark all that apply - at least one is required)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

**Ethnicity**

\*Are you a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

No  Yes

\*Required by Florida Department of Education

20. Review the “Course Request Summary Preview” page and then click the yellow “Continue” arrow.

**Course Request Summary Preview**

Course	Credits	Segment/ Semesters	Earliest Preferred Start Date	Virtual School	Survey
English I Code:1001310	1.0	Segment 1 Segment 2	02-09-2015	MyDistrict Virtual School	View

[Edit Backpack](#)

**Student Information** [Edit](#) **Parent/Guardian Information** [Edit](#)

Legal Name: **Nefec Train** Type: **Mother**  
 Grade: **10** Name: **Nefec Train**  
 Date of Birth: **Jun 06, 2003** Email Address: **murphg@nefec.org**  
 Email Address: **murphg@nefec.org** Phone: **386.329.3800**  
 Phone: **386.329.3800**  
 Residential County: **Putnam**  
 Physical School Name: **Paletka High School**

This is a preview of your course request and account information. If you need to make changes, you can do that by selecting "Edit" on this page.  
 If you are okay with your information on this page, select "Continue".

**Continue**

21. Read the “Commitments” page and click the “I agree” boxes.

**Commitments**

**1 Student Commitment**

By clicking the "I Agree" button at the bottom of this page, I agree to submit 100% of my own work, and I commit to Academic Integrity by registering as a student at FLVS. By clicking the "I agree" button, I also agree to take a proctored exam at any time if requested. Failure to comply with the Academic Integrity commitment or refusing to take a proctored exam will be grounds for removal from the FLVS program. Further, I agree to comply with all of the policies and procedures listed in the FLVS district Student Progression Plan and FLVS Code of Conduct/Student Handbook, which is posted on my VSA Student dashboard and at www.flvs.net.

I agree (Student Only)

Parent/Guardian is allowed to agree to FLVS on behalf of their student

**2 Parent/Guardian Commitment**

As a parent/guardian of the above named student, I authorize the enrollment of the student into the Florida Virtual School program according to the policies and procedures of the Florida Virtual School listed in the FLVS district Student Progression Plan, published at www.flvs.net, and the FLVS Students/Parent Handbook, published to my student's VSA dashboard and at www.flvs.net.

I agree (Parent/Guardian Only)

22. Once finished, click the yellow “Submit” arrow.

**Submit** [Go Back](#)

23. Click the yellow “View Course Request Summary” arrow.

**Finish your sign-up**

- ✓ Customize your results
- ✓ Browse your Course Catalog
- ✓ Create your account
- 4** Finish your sign-up

Great job so far! You are almost done signing up for your FLVS course(s). Check your email for our registration checklist to ensure your enrollment goes smoothly.

**View Course Request Summary**

24. Review your “Course Request Summary” page. When you’re finished, sign out by clicking the yellow “Sign Out” arrow.

 **Sign out**

25. Students will receive an email with instructions on how to confirm the new account.

#### What happens next?

- Finish your sign-up

#### Here is what you have left to do:

**Step 1:** Before you can be placed in your course(s), your School Counselor will have to approve your enrollment. We have contacted them to let them know that you're interested, but if you don't hear back from us within the next couple of days, it might be helpful to contact and remind them to 'approve' you in the FLVS system. This email of your course request(s) could come in handy when you talk to your Counselor. Your requested courses are listed below.

**Step 2:** Last, but not least, check your email! Once step 1 is finished, we will send you information on how to get started in your course. Please remember that course placement can take up to 2 weeks from the preferred start date that you chose during registration.

26. In the same email, there is a link to watch a short "New Student Orientation" video. Click the link to watch the video.

#### New Student Orientation

Click the link below to view a 4-minute FLVS Quick Start (New Student Orientation) video. It contains 5 important items you'll need to know to be successful in your FLVS course.

[www.flvs.net/quickstart](http://www.flvs.net/quickstart)

After you watch the video, log into your Dashboard to check the status of your course. *Great news! We are processing your information and creating your FLVS account right now. You did a great job so far, but please give us 60-90 minutes to finish that process before attempting to log in for the first time!*

**Have questions? Contact [info@flvs.net](mailto:info@flvs.net) or call 800.374.1430 for some help.**

27. Parents will also receive an email asking them to verify the new account.

Hello [REDACTED]

A new FLVS student has designated you as their Parent/Guardian. Is this your student? If so, **please verify by clicking the link below. Do NOT reply to this message.** If you are not the intended recipient, please disregard this email.

Student Name: Nefec Train

Click here to verify your student <https://vsa.flvs.net/accountactivation.aspx?ac=222bb7b4-9d10-4b0e-8127-cbefb795ffda>. If the link does not work, please copy and paste this URL into your browser window. <https://vsa.flvs.net/accountactivation.aspx?ac=222bb7b4-9d10-4b0e-8127-cbefb795ffda>.

Having trouble with the link? **Do not reply to this message.** Contact our help center by calling, 800.374.1430.

Sincerely,

The FLVS Team