
Getting Started at FLVS

Creating an FLVS Profile Account

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

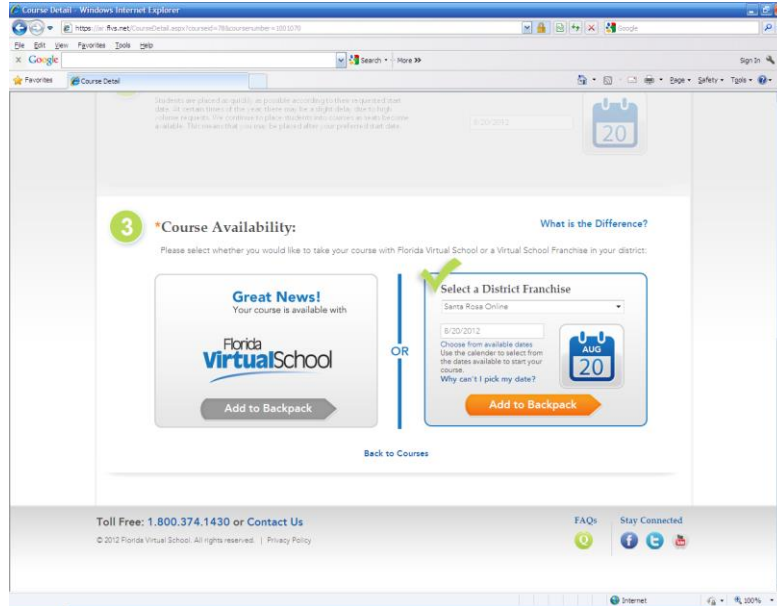
- Go to www.flvs.net.
- Choose “Sign Up” on top navigation bar.
- Choose “New Students Start Here.”
- Click “I live in Florida.”
- For “Choose a County,” select “Santa Rosa.”
- For “Choose a Student Type,” select “Public/Charter School Student” and press “Continue.”
- Select “Browse Your Course Catalog.”
- Place cursor on backpack icon in upper right and select.
- Select “Continue.” (You will add courses later.)
- Select “Create My Account.”
- Fill in personal information under “New Student Sign Up” and 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.”
- Under “School Name,” chose your brick and mortar school name from the dropdown menu.
- Under “School Counselor,” select the name of 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

- When you are ready to request 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.”
- 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.”

Requesting Courses (continued)

- Then select the course you want to take, and on the course screen, do the following:
 - 1) Select one or both segments, according to instructions from your guidance counselor
 - 2) Choose your preferred start date.
 - 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).**
- Once you have chosen the appropriate virtual school provider, press “Add to Backpack” and then request additional courses or logout.



Verifying Course Requests

- Print off the **Course Request Form** which is under the **“Student Records”** tab. Both parent and student must sign this and bring in to guidance counselor before the course will be approved.
- **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.