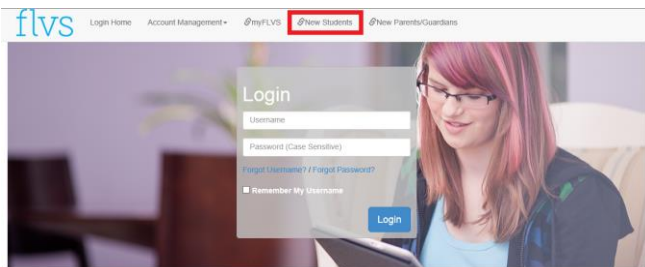




Enrolling in a Course and Creating an Account with Orange County Virtual Franchise

Go to <http://vsa.flvs.net>

Click on the **New Students** link



Step 1: Customize your Results

Select **I live in Florida**



Choose a County - **Orange County**
Choose a Student Type - **Public/Charter School Student**



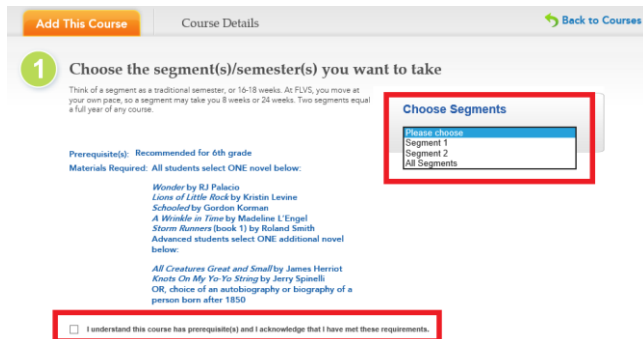
Step 2: Browse your Course Catalog

Search entire catalog by page. Use the search box to narrow the results. Use the filter options on the left to refine the search by **Education Level** and **Subject**. Select the course.

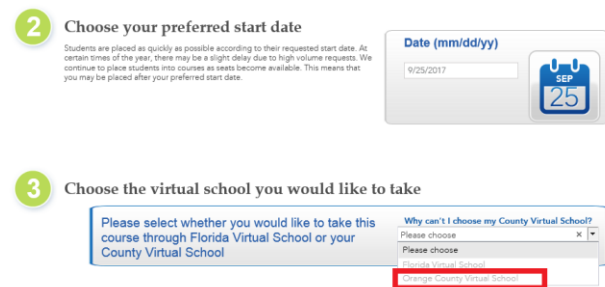


Select the **Segment** (Segment 1 is semester 1 and Segment 2 is semester 2). **Make sure you select both segments when signing up for a full year course**

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



Choose your preferred start date - Select the calendar icon and choose a date
Choose the virtual school you would like to take - **Orange County Virtual School** ***IMPORTANT***



Click the **Continue** button at the bottom of the page

Follow the prompts by selecting:

Your main reason(s) for taking an FLVS course
If this course is on your physical school schedule
How you heard about FLVS

Please note - No Referral Code is needed.

Click **Continue**

Review My Backpack:

Review course selected, including start date and segments chosen
Click “Edit” to make changes or “Delete” to remove from My Backpack
To sign up for more, click **Add More Courses** and follow same process

Click **Continue**

Create your account:

Click **Create My Account**

Complete all the fields in the next screen (*Anything with an orange * must be filled in*)

Click **Sign Up**

Write down your Username and Password

Complete your student information:

Complete all the fields in the next screen (*Anything with an orange * must be filled in*)

Click **Next** when you complete each page

Complete your parent/guardian information:

Complete all the fields in the next screen (*Anything with an orange * must be filled in*)

Click **Next** when you complete each page

Select your race/ethnicity:

The Department of Education requires this information

Select appropriate boxes

Click **Next**

Verify that all information is correct, and click **Continue**

Review the Student and Parent/Guardian Commitments:

Check the appropriate boxes

Click **Submit**

You are done! You can review your selections by clicking on **View Course Request Summary**

Please note, to complete your registration and place you with an instructor **notify school counselor of online course request for approval**. Account creation takes the system approximately five minutes.

Once placed in course, a Welcome Email will be sent to the student’s VSA inbox.

