Student Registration Guide: Grades 6–12

1. Visit **flvs.net** and click "Enroll" in the top right navigation

2. **Enrollment pop-up window:**
   - Select "Grades K-12" next to **County Virtual School**

3. **How to enroll page:**
   - Select "Enroll in 6-12"

4. **Customize your catalog:**
   - Choose your county
   - Select your student type
   - Click "Continue"

5. **Browse courses:**
   - Select the "High School" or "Middle School" tab to view course offerings
   - Click on desired course to view more details, such as Description, Topics and Concepts, Prerequisites, and more
   - Select "Add to Backpack" to enroll or "Return to Course List" to go back

6. **Review your backpack:**
   - To enroll in additional courses, click "Add Courses" and follow the same process
   - Click "Continue"
   You will be able to select your semesters and preferred placement date in a later screen

7. **Log in or create an account**
   New students:
   - Click "Create an Account"
   - Create your username and password
   - Input an email address you regularly check
   - Click "Continue"
   - Write down your Username and Password
   Returning students:
   - If you have an existing login, input your username and password
   - Click "Log In"
   Returning students, please skip to step #11

8. **Complete your student information:**
   - Complete all the fields onscreen, including Personal, Demographic, Phone, and Address
   - Click "Continue"

9. **Complete your parent/guardian information:**
   - Complete all the fields on the screen, including Personal, Phone, and Address
   - Click "Continue"

10. **Confirm account information:**
    - Review Student and Parent Information
    - Click the pencil icon to make changes
    - Select "Continue"

11. **Follow the prompts by selecting:**
    - How you heard about FLVS and your reason for taking these classes
    - Click "Continue"

12. **Review the student and parent/guardian commitments:**
    - Check the appropriate boxes
    - Click "Continue"

13. **Sign media release (parent/guardian):**
    - Review the media release statements
    - Select opt in preference
    - Type your name
    - Click "Continue"

14. **Register for courses:**
    - Review courses and credit hours
    - Select your desired semesters
    - Select your Preferred Placement Date
      This is when the process begins to place you with your teacher, not necessarily the date you will start your course
    - Select your desired school(s)
    - Select "Continue"
    - *You may be asked to alter your course selection based on your student type:*
      » Public school students: 3 course limit
      » Private school students: 6 course limit
      » Home Education students: 6 course limit

15. **Confirm prerequisites and school choice**
    - Click "Confirm" or "Cancel" to confirm prerequisites
    - Check appropriate box and click "Continue" or "Change Selection" to confirm school choices

16. **Submit enrollment:**
    - Review your course enrollments
    - Click "Submit Enrollment"
      To print a copy of your enrollments, click the printer icon

17. **Complete your registration:**
    To finalize registration, Florida Residency must be verified and your child's courses must be approved
    - Click "Login to FLVS" and follow the steps listed in the email (Email sent to parent/guardian email address input during registration)

    Florida residency (home education and private school only):
    - Upload proof of residency document (list of approved documents will be provided
    Course Approval:
      » Home Education: parent approval.
      » Public, Private, or Charter School: school approval

Thank you for enrolling in MyDistrict Virtual School, a franchise of FLVS.

If you have questions or need assistance, please contact your local guidance counselor.