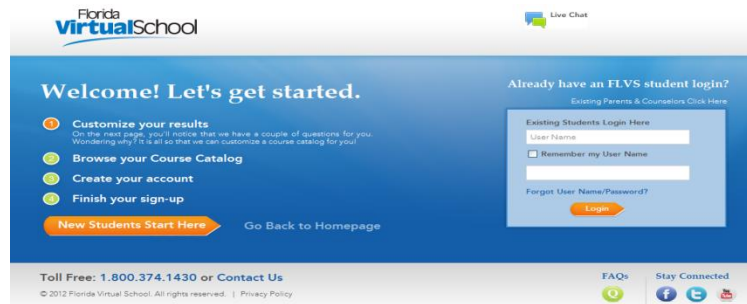




## Creating an Account with Lee Virtual School and Requesting a Course for Summer Session.

Click <https://flvs.net/Step1Warmup.aspx> to Register today.

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

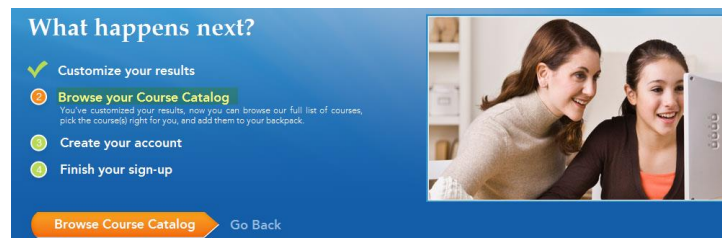


### Step 1: Customize your Results

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.

➤ A progress screen generates.



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

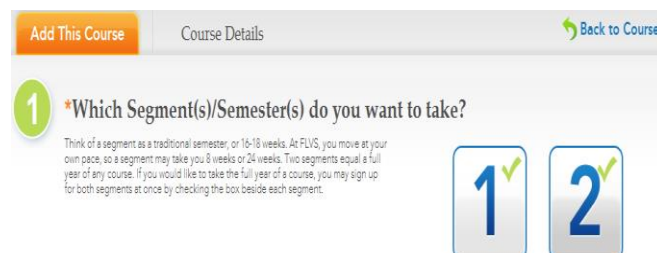
### Step 2: Browse your Course Catalog

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

- a. Search entire catalog by page.
- b.** Use the search box to narrow the results. (Reset the search tab to go back to first page of catalog.)
- c.** Use the filter options on the left to refine the search by **Education Level** and **Subject**.

Choose the course.

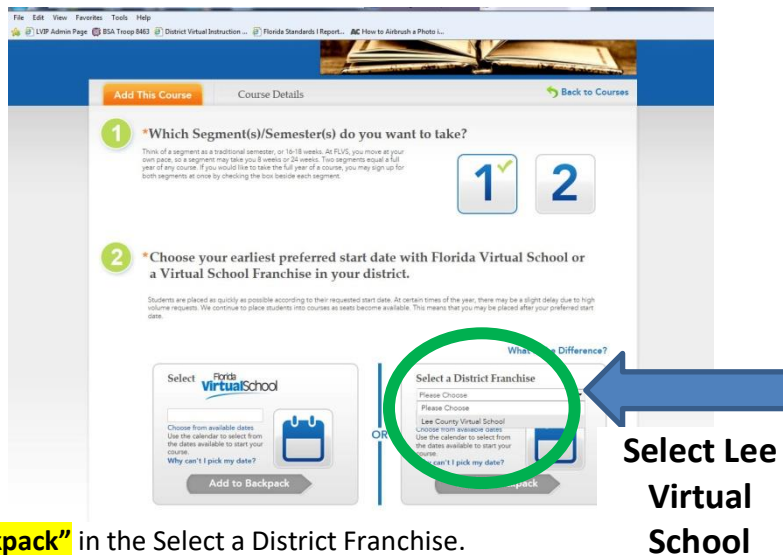
➤ Select the **Segment (1, 2, or both)**.



➤ 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: PLEASE ENTER MAY 14<sup>TH</sup> AS A START DATE!



- 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.
- 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.

➤

### 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.