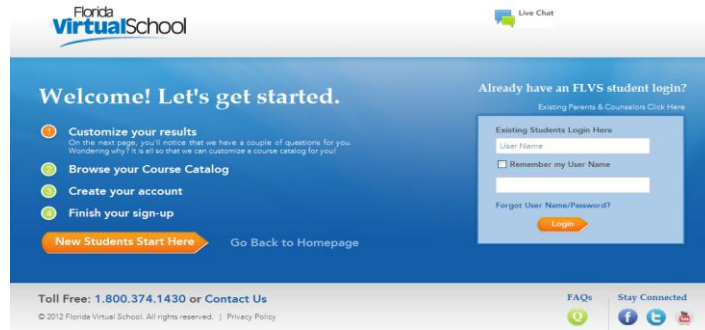


## Enrolling in a Course and Creating an Account with St. Johns Virtual School

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

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



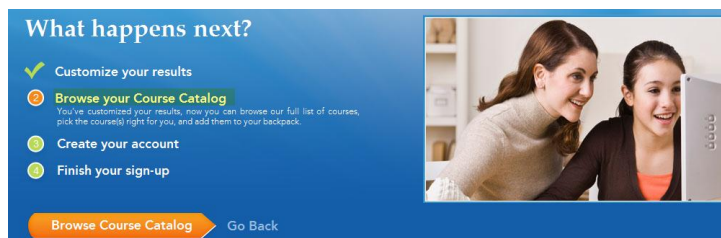
### Step 1: Customize your Results

A series of questions are given to customize the course catalog results.

- Select **"I live in Florida"** option.
  - Choose **St. Johns.**
  - Select **student type** – 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

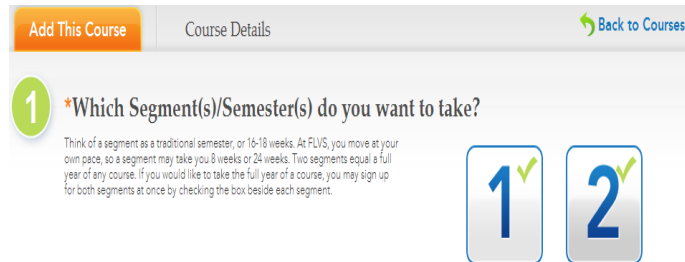
The student is taken to the FLVS course catalog – customized to their answers in Step 1.

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

d. Choose the course.



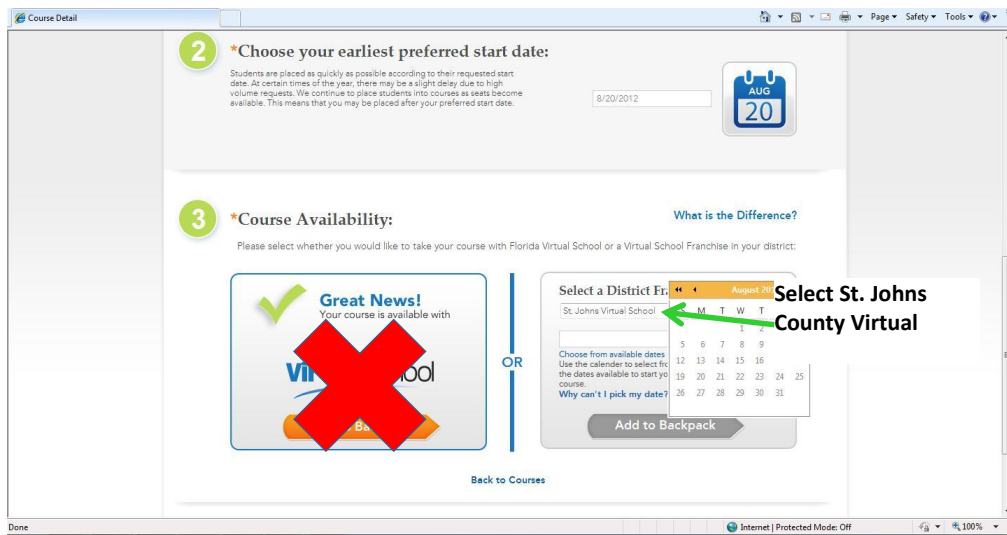
➤ Select the **Segment (1, 2, or both)**.



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

MAKE SURE TO SELECT THE DISTRICT FRANCHISE AS **\*\*\*ST. JOHNS VIRTUAL SCHOOL\*\*\***

➤ **Choose preferred start date:** Select the calendar icon and choose a date from the calendar provided.



➤ 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\*\*\***

**User Name:** \_\_\_\_\_

**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.
3. Parents and/or guardian need to create their Parent/Guardian account.
4. Once completed, please contact Michael Eisen (at [Michael.Eisen@stjohns.k12.fl.us](mailto:Michael.Eisen@stjohns.k12.fl.us)) and let him know that the student and parent/guardian accounts are complete.