

1. Visit flvs.net and click “Enroll” in the top right navigation
2. **Enrollment in Florida Virtual School:** Select “Enroll in County Virtual School”
3. **How to Enroll in your County’s Virtual School:** Select “Enroll now” below “Already know the process?”
4. **Customize your catalog:**
 - a. Choose “Pinellas” as your county
 - b. Select “Public School” your student type
 - c. Click “Continue”
5. **FLVS 6-12 Enrollment:**
 - a. Select the “High School” tab to view course offerings
 - b. Click on the desired course to view more details, such as Description, Topics and Concepts, Grading Policy, and more
 - c. Select “Add to Backpack” to enroll or “Return to Course List” to go back
6. **Backpack:**
 - a. To enroll in additional courses, click “Add courses” and follow the same process
 - i. Public school students can only take up to 3 courses at a time
 - b. Click “Continue”
7. **Log in OR Create an account:**
 - a. **NEW STUDENTS:**
 - i. Click “Create an Account”
 - ii. Create your username and password and WRITE IT DOWN
 - iii. Input an email address you regularly check
 - iv. Click “Continue”
 - v. Complete all the Student Information fields on the screen, including Personal, Demographic, Phone, and Address. Click “Continue”
 1. Under Personal, be sure to choose “Northeast High School” as your school and select your assigned School Counselor
 - vi. Complete all the Parent/Guardian Information fields on the screen, including Personal, Phone, and Address. Click “Continue”
 - vii. Review and confirm the Student and Parent Information. Click the pencil icon at the top of each section to make changes, if necessary. Click “Continue”

b. RETURNING STUDENTS:

- i. If you have an existing login, input your username and password
 1. If you have forgotten your Username or Password, select “Forgot Username?” and/or “Forgot Password?” and follow the instructions to retrieve your login information, or call 407-513-3587 for assistance. Your Counselor will NOT have access to your login information
- ii. Click “Log In”

8. Survey

- a. Where have you heard about FLVS and your reason for taking these classes
- b. Click “Continue”

9. Student and Parent/Guardian Commitments:

- a. Check the appropriate boxes
- b. Click “Continue”

11. Register for Courses:

- a. Choose your Semester(s)
- b. Check “Pinellas Virtual” as your school, if it is an option
- c. Select your Preferred Start Date, which can be as early as the next day
- d. Select “Continue”

12. Confirm Prerequisites:

- a. Click “Confirm” or “Cancel” to go back and confirm prerequisites
- b. Check “I confirm my selection is correct” and click “Continue”

13. Submit Enrollment:

- a. Review your course enrollments
- b. Click “Submit Enrollment”

14. Next Steps:

- a. Course selections will be verified by your school counselor
- b. Once courses have been approved, you will be assigned teachers and placed into your courses. This placement process will begin on the preferred placement date you selected during enrollment.
- c. After you are placed in your courses, teachers will reach out about scheduling a welcome call, sharing important information about the course, the FLVS experience, and to get to know the student. Please note that you do not need to wait for the welcome call to start working in a course. As soon as you are placed, you have access to begin.