



Student Registration Guide: Grades 6–12

1. Visit flvs.net and click "NewStudents StartHere"
2. In the upper right Header, "**Click on Enroll**"
 - A new window will open. Scroll to the bottom and under the colored option, click **County Virtual School**
 - Click the Tab for Grades 6-12
3. A new window opens, "**How to Enroll in your County's Virtual School**". Scroll down and under the image you will see a button that says "**Enroll**"
4. Customize your catalog:
 - Select your county – **St. Johns**
 - Select your student type : **Public School**
 - Click "Continue"
5. Sign up for **your course(s)**:
Browse through courses listed. Once you have found your course, click on the title to see more details.
 - Here you will see all courses, click on the courses needed. It will open on a new screen. If that is the one you are needing, click the red button that says, "**Add to Backpack**".
 - Now repeat this by click the blue button to the right that shows a plus sign and says, "**Add Courses**".
 - Secondary students need to be enrolled in their six courses for both semesters.
 - Once all courses are selected, click the red "**Continue**" button located at the bottom of the page.
6. Now you must create your FLVS Account. Please make sure that once you start this process, that you do not exit. Must do all steps in one sit-down.
7. If you have an account already please login, if you do not have an account, click the blue button that reads, "**Create an Account**".

Create the following and write them down now for future use:

Account Info

- Username
- Password
- Email

8. Student Info

- First, Last name
- Current Grade level
- School- **Current Zoned School**
- School Counselor – Current Counselor
- Date of birth
- Birth country

Primary language

- Gender
- Student Race
- Student Ethnicity
- Phone and type of phone

Now, hit "**Continue**" at the bottom. If it does not move forward, then scroll back up and there will be an area with red writing stating where the error is. Please fix and then hit "**Continue**".

9. Parent Info

- First, Last name
- Relationship to student
- Phone number and type of phone
- Address (if same as student, check box right under the blue box reading "address").
- Click **Continue**

10. Confirm all your demographics. If correct, scroll to the bottom and click **Continue**.

11. The next few pages are commitments, after each, hit **Continue**

- Survey
- Commitments •
Media Release

12. Register – All your courses will appear. This is a very important step.

- Semester – Choose **All Semesters** if planning for the entire year
- Preferred Placement Date – **Date you wish to begin course**
- School – **St. Johns Virtual School** (*the only time you will not choose SJVS, is if it is a course we do not offer*).

13. Confirm your School of Choice. Select – I confirm my selection is correct

- Continue if **correct**
- Change Selection if **not correct**

14. **Submit Enrollment.** You can also print off your schedule (look to the right-hand side)

