



How to Register for an Online Class

www.flvs.net

1 Create your Florida Virtual School (FLVS) Account

Go to www.flvs.net. Click the yellow box “Sign Up for a Course” in the lower right hand corner of the page. Click “FLVS Part time – Sign up Now”. Follow the directions carefully. You will set up an FLVS account by providing student and school information.

Be sure to write down your username and password after creating your account.

2 Request Courses

After you have created your student account, you can request a course. Follow the directions carefully. As part of the registration process, it will ask if you want to take the class under “Polk Virtual” or “Florida Virtual”. **If “Polk Virtual” is listed as an option, choose “Polk Virtual”**; if not, choose “Florida Virtual”. (Please note: students taking classes over the summer break need to choose “Florida Virtual”.)

3 Guidance Counselor Enrollment Verification

Please submit the LCMA Parent Permission Form to your counselor with your parent’s signature. Your online course request will go electronically to your school Guidance Counselor to approve the classes you requested. When she receives your signed permission form, she will complete the course verification electronically and Florida Virtual School will then process your course request. *Please give your counselor 7 days to complete this step.*

4 Awaiting Placement

After your course request has been verified by your school counselor, you will be put on the “Course Request Complete” list for the class. Please be patient; FLVS will assign you to a class as soon as possible. Some classes have longer wait times.

5 Monitor your FLVS account

Please login to your FLVS account at least twice a week to see if you have been assigned to your course (Note: FLVS will not email or call to let you know that you can start the class; you **MUST** monitor your FLVS account). Once you have been assigned to a FLVS teacher, then you can start the lessons.

You will need to use your username and password provided in Step 1 above.

If you don’t monitor your student account, you might miss an opportunity to be placed in a course.

*****If you have trouble registering for a course, call the Help Desk at Florida Virtual School.
Toll-Free: 1-800-374-1430**