

FLVS NEW ACCOUNT SET UP

STEPS	INSTRUCTIONS (If you already have an account set up, see other side for directions)
1	GOOGLE FLVS.NET
2	Choose: Sign Up
3	Choose: FLVS Flex Grades 6-12
4	Choose: New Students Start Here (orange arrow)
5	Click on the blue picture of Florida and choose "I live in Florida"
6	Click again on the blue picture of Florida and choose "Hillsborough County"
7	Click again on the blue picture of Florida and choose "Public School Student"
8	Choose: Continue
9	Choose either Middle School (Advanced/Regular) or High School (Advanced/Honors/Advanced Placement) on the left side of screen. Algebra and Geometry are high school courses.
10	Select subject
11	Next to #1 choose All Segments for Semester 1 and 2 or choose the semester you need based on the information the school has given you.
12	Next to #2 choose today's date (unless you would like to start in the summer)
13	Next to #3 choose Florida Virtual if you are completing the course at home and during your own time. Choose Hillsborough Virtual if the course is being offered at school, during school hours, in a computer lab. Hillsborough Virtual has a start and end date and may not always be available.
14	Choose: Continue
15	Next to #1 choose OTHER
16	Next to #2 choose "No, this is not on my class schedule."
17	Next to #3 choose "Counselor or Teacher"
18	Leave referral code blank
19	Choose: Continue
20	Review course selected and if it is correct choose "Continue"
21	Click "Create My Account"
22	You will see a white box titled "New Student Sign Up". This page is self-explanatory however, the most questions come up with the username and password. The username allows letters A-Z, a-z or numbers 0-9 but no characters. The password must be at least 8 characters long and must contain any combination of THREE of the following: Uppercase letter, lower case letter, numbers, special characters such as _+=?@\$&% or * and cannot repeat any character 3 times in a row.
23	Personal Information page: This page is also self-explanatory however, the confusing part is with the student number and district number. Our school is listed as Franklin Boys Preparatory Academy. The STUDENT NUMBER ID is the student's social security number with an "X" after it. If the system doesn't recognize the number, you may have to call the school and verify the number is typed in the system. The DISTRICT NUMBER is the student's lunch number. IF your child doesn't get lunch—remind them it is the username they use for edsby.
24	The pages that follow are simpler: Keep clicking "continue" as you proceed through the questions. When you are complete, it will let you know.
25	Guidance will get an email to approve the course and the FLVS/HVS teacher will contact you within a week to introduce themselves. You can log into your account to watch the progress on a graph as to the step you are at with registration/beginning your course. Call 1-800-374-1430 if you have questions about the course, registration or you forgot your username/password.

FLVS Course Registration

Follow these directions if you already have an account set up.

STEPS	INSTRUCTIONS
1	GOOGLE FLVS.NET
2	Choose: Login
3	Choose: FLVS Flex
4	Type in Username and Password and choose "login"
5	Choose: Select New Course
6	Choose either Middle School (Advanced/Regular) or High School (Advanced/Honors/Advanced Placement) on the left side of screen. Algebra and Geometry are high school courses.
7	Select subject
8	Next to #1 choose All Segments for Semester 1 and 2 or choose the semester you need based on the information the school has given you.
9	Next to #2 choose today's date (unless you would like to start in the summer)
10	Next to #3 choose Florida Virtual if you are completing the course at home and during your own time. Choose Hillsborough Virtual if the course is being offered at school, during school hours, in a computer lab. Hillsborough Virtual has a start and end date and may not always be available.
11	Choose: Continue
12	Next to #1 choose OTHER
13	Next to #2 choose "No, this is not on my class schedule."
14	Next to #3 choose "Counselor or Teacher"
15	Leave referral code blank
16	Choose: Continue
17	Review course selected and if it is correct choose "Continue"
18	Guidance will get an email to approve the course and the FLVS/HVS teacher will contact you within a week to introduce themselves. You can log into your account to watch the progress on a graph as to the step you are at with registration/beginning your course. Call 1-800-374-1430 if you have questions about the course, registration or you forgot your username/password.

DIRECTIONS FOR NEW FLVS ACCOUNT SET UP ARE ON THE OTHER SIDE OF THIS PAPER!