Student Registration Guide: Grades 6–12

1. Visit **flvs.net** and click "Enroll" in the top right navigation
2. **Enrollment pop-up window:**
   - Select "Grades K-12" next to FLVS Flex
3. **How to enroll page:**
   - Select "Enroll in 6-12"
4. **Customize your catalog:**
   - Choose your county
   - Select your student type
   - Click "Continue"
5. **Browse courses:**
   - Select the "High School" or "Middle School" tab to view course offerings
   - Click on desired course to view more details, such as Description, Topics and Concepts, Prerequisites, and more
   - Select "Add to Backpack" to enroll or "Return to Course List" to go back
6. **Review your backpack:**
   - To enroll in additional courses, click "Add Courses" and follow the same process
   - Click "Continue"
     You will be able to select your semesters and preferred placement date in a later screen
7. **Log in or create an account**
   New students:
   - Click "Create an Account"
   - Create your username and password
   - Input an email address you regularly check
   - Click "Continue"
   - Write down your Username and Password

   Returning students:
   - If you have an existing login, input your username and password
   - Click "Log In"
     Returning students, please skip to step #11
8. **Complete your student information:**
   - Complete all the fields onscreen, including Personal, Demographic, Phone, and Address
   - Click "Continue"
9. **Complete your parent/guardian information:**
   - Complete all the fields on the screen, including Personal, Phone, and Address
   - Click "Continue"
10. **Confirm account information:**
    - Review Student and Parent Information
    - Click the pencil icon to make changes
    - Select "Continue"
11. **Follow the prompts by selecting:**
    - How you heard about FLVS and your reason for taking these classes
    - Click "Continue"
12. **Review the student and parent/guardian commitments:**
    - Check the appropriate boxes
    - Click "Continue"
13. **Sign media release (parent/guardian):**
    - Review the media release statements
    - Select opt in preference
    - Type your name
    - Click "Continue"
14. **Register for courses:**
    - Review courses and credit hours
    - Select your desired semesters
    - Select your Preferred Placement Date
      This is when the process begins to place you with your teacher, not necessarily the date you will start your course
    - Select your desired schools
    - Select "Continue"
    - *You may be asked to alter your course selection based on your student type:*
      - » Public school students: 3 course limit
      - » Private school students: 6 course limit
      - » Homeschool students: 6 course limit
15. **Confirm prerequisites and school choice**
    - Click "Confirm" or "Cancel" to confirm prerequisites
    - Check appropriate box and click "Continue" or "Change Selection" to confirm school choices
16. **Submit enrollment:**
    - Review your course enrollments
    - Click "Submit Enrollment"
      To print a copy of your enrollments, click the printer icon
17. **Complete your registration:**
    To finalize registration, Florida Residency must be verified and your child's courses must be approved
    - Click "Login to FLVS" and follow the steps listed in the email (Email sent to parent/guardian email address input during registration)

    Florida residency (homeschool and private school only):
    - Upload proof of residency document (list of approved documents will be provided

    Course Approval:
    - » Homeschool: parent approval.
    - » Public, Private, or Charter School: school approval

Thank you for enrolling in FLVS Flex.

If you have questions or need assistance, please visit **flvs.net/contact** or call 407-513-3587.

Student Registration Guide:
Grades Kindergarten–5

1. Visit **flvs.net** and click "Enroll" in the top right navigation

2. **Enrollment pop-up window:**
   - Select "Grades K-12" next to FLVS Flex

3. **How to enroll page:**
   - Select "Enroll in K-5"

4. **Registration portal:**
   - If you have an existing parent account, click "Returning Students"
   - If not, click "New Student"

5. **Provide student details and select courses:**
   - Select your child's school type
   - Select your child's county
   - Select your child's school name
   - Select your child's course(s)
   - Click "Add Course(s)"

6. **Select start date and review course selections:**
   - Select start date
   - Review list of courses for both semesters
   - Click "Save & Continue"

7. **Sign Media & Directory Release:**
   - To opt in, sign and click "Save & Continue"
   - To opt out, click appropriate boxes and click "Save & Continue"

8. **Review parent commitment statements:**
   - Check the "I Agree" box
   - Click "Save & Continue"

9. **Follow the prompts by selecting:**
   - How you heard about us and reasons for taking these classes
   - Click "Save & Continue"

10. **Verify course selections:**
    - Review course selections
    - To sign up for more, click "Add Additional Course(s)" and follow the same process
    - Click "Continue Registration"

11. **Provide parent/guardian and student details:**
    - Complete all the fields under Parent/Guardian Details and Student Details
    - Select the appropriate boxes under Race and Ethnicity (Required by the Florida Department of Education)
    - Click "Save & Continue"

12. **Confirm entered data:**
    - Review parent/guardian and student information
    - Click "Confirm & Continue"

13. **Submit your registration:**
    - Review course selections
    - Click "Submit Registration"

14. **Add another student (if applicable):**
    - If you need to register another student, click "Sign Up Another Student" and follow the same process

15. **Complete your registration:**
    To finalize registration, Florida Residency must be verified and your child's courses must be approved
    - Click "Login to FLVS" and follow the steps listed in the email *(Email sent to parent/guardian email address input during registration)*

    Florida residency (homeschool and private school only):
    - Upload proof of residency document (list of approved documents will be provided

    Course Approval:
    - » Homeschool: parent approval.
    - » Public, Private, or Charter School: school approval

Thank you for enrolling with FLVS Flex Elementary.

If you have questions or need assistance, please visit **flvs.net/contact** or call 407.513.3604.

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