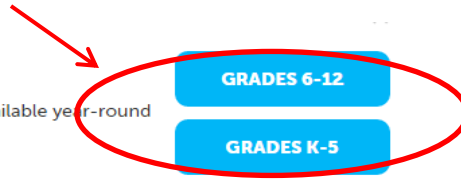


New FLVS Account

- ❖ www.myflvs.net
- ❖ Click: SIGN UP
- ❖ Choose FLVS Flex (formerly Part Time)

FLVS Flex

Course options with flexible start dates, available year-round



- ❖ Click: New Students Start Here
- ❖ Choose: I Live in Florida
- ❖ Choose: Hillsborough County
- ❖ Choose: Home Education Program Student
- ❖ Click: Continue
- ❖ Select Educational Level to Narrow Choices:
 - High School (Regular, Honors, AP)
 - Middle School (Regular or Advanced)
- ❖ Select your first course
- ❖ Choose SEGMENT SEGMENTS , start date MM/DD/YYYY , and Hillsborough Virtual School or Florida Virtual School

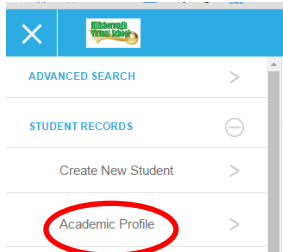
Check Prerequisite Box if required.

Click Continue

- ❖ Answer Survey (you will be required to do this for every added course)
 - #3 Work Faster/Slower
 - #4 Choose yes or no (doesn't matter)
 - #5 teacher or guidance counselor
- ❖ Click Continue to finish creating your account (you will add the remainder of your courses later)
- ❖ Enter all personal information - make sure EVERYTHING is spelled correctly.
 - Only use Legal Given Name – no nicknames
 - Username and Password are case sensitive and require a combination of letters and numbers
- ❖ Once you have completed your account sign-up, you will be required to log out and log back in to add the remaining courses.
- ❖ Choose Request New Courses from your Student Dashboard.
- ❖ Contact Home Education office when prompted for Home School Verification Letter.
- ❖ Course will now need to be approved through the Parent/Guardian Account

Current FLVS Account

- ❖ www.myflvs.net
- ❖ Click Login > FLVS Flex (formerly Part-time)
- ❖ Enter username and password
- ❖ In upper left corner click on three lines > Student Records > Academic profile to change Physical school to Home Education Program Student – SAVE



- ❖ From Student Dashboard – Select Request New Courses
- ❖ Select Educational Level to Narrow Choices:
 - High School (Regular, Honors, AP)
 - Middle School (Regular or Advanced)
- ❖ Select your course
- ❖ Choose SEGMENTS, start date MM/DD/YYYY and District Franchise, Hillsborough Virtual School or Florida Virtual School

A screenshot of the 'Add This Course' form. The form has a blue header with 'Add This Course' and 'Course Details' buttons. Below the header, there are three numbered sections: 1. 'Choose the segments/semesters you want to take' with a 'Choose Segments' dropdown menu. 2. 'Choose your preferred start date' with a 'Date (mm/dd/yyyy)' input field and a calendar icon. 3. 'Choose the virtual school you would like to take' with a 'Please Choose' dropdown menu. Red arrows point from the text above to these three sections. A red circle highlights a checkbox labeled 'I understand this course has prerequisites and I acknowledge that I have met these requirements.' in the first section.

Check Prerequisite box if required

Click Continue

- ❖ Answer Survey (you will be required to do this for every added course)
- ❖ Contact Home Education office when prompted for Home School Verification Letter.
- ❖ Course will now need to be approved through the Parent/Guardian Account

Creating a Parent/Guardian Account

- ❖ www.myflvs.net
- ❖ Click LOGIN – FLVS Flex (Formerly Part Time) > Click New Parents/Guardians
 - If you have another student already taking courses with FLVS/HVS you can add your student to an existing account – login and ADD STUDENT.
- ❖ Choose NO for a NEW Parent Account
- ❖ Enter student login information
- ❖ Enter Personal information as directed.