

# GRADES K-5 STUDENT REGISTRATION

## *My Virtual Classroom*

FLVS Franchise @ PAEC, your County Virtual School Provider

### CREATING A NEW ACCOUNT

- Using Chrome, go to <https://franchisek5.flvs.net/?id=51>
- Click New Student.**
- Follow the prompts to enter your County, School, Grade, and Preferred Start Date.
- Scroll down to select your classes and choose a segment. You may choose Segment 1, Segment 2, or All Segments. Each segment represents a ½ credit (semester). **Click Add Courses.**
- Read Parent Statements, **Click I Agree, Click Save and Continue.**
- Verify or Add Additional Courses, then **Click Continue Registration.**
- Follow the prompts to enter your personal information, **Click Save and Continue.**
- Confirm and/or edit the information entered. **Click Confirm and Continue.**
- Click Submit Registration.** Your Guidance Counselor will then approve the course request(s) and the student will be placed in courses on or near your preferred start date.
- If you are registered as a Home Education Student, you (the parent/guardian) are considered the Guidance Counselor and will approve the courses as the parent and again as the counselor.
- When selecting future courses **ALWAYS** select **County Virtual School** and **FLVS Franchise @ PAEC** from the drop down for each course requested.
- If your student has an Individual Educational Plan (IEP) or 504 Plan, please see the addendum to this letter for further instructions as to how to report this information in your student's records.

### LOGGING IN TO YOUR EXISTING ACCOUNT/ REQUESTING NEW COURSES

- Using Chrome, go to [www.flvs.net](http://www.flvs.net)
- Click Login, Click County Virtual School** from the dropdown options.
- Enter your username and password and **click Login.** If you do not remember your password, click Forgot Password? An email will be sent to the email used to create your account with password reset information.
- To enter your course from your Student Dashboard, **click Course** in the box of YOU'RE IN! courses.
- To request a new course, **click the "hamburger" menu (3 lines)** on the top left, **click Request New Courses.**
- Select course, **click Select.**
- Choose course segment(s), start date and choose the virtual school, **FLVS Franchise @ PAEC** and **click Continue.**
- Add more courses or **click Submit Registration.** Your Guidance Counselor will then approve the course request(s) and the student will be placed in courses on or near your preferred start date.
- When selecting future courses **ALWAYS** select **County Virtual School** and **FLVS Franchise @ PAEC** from the drop down for each course requested.
- If your student has an Individual Educational Plan (IEP) or 504 Plan, and you have not reported it to us; please see the addendum to this letter for further instructions as to how to report this information in your student's records.

### ASSISTANCE

For registration assistance, please contact the FLVS Franchise @ PAEC Program Assistant, Cindi Davis [cindi.davis@paec.org](mailto:cindi.davis@paec.org) or 850-638-6131 ext. 2319.