

## New HVK12 Account

Have never taken a virtual course before

- ❖ [www.flvs.net](http://www.flvs.net)
- ❖ Click: ENROLL
- ❖ Choose County Virtual School (Grades 6-12)
- ❖ Click: New Students Start Here
- ❖ Choose: I Live in Florida
- ❖ Choose: Hillsborough County
- ❖ Choose: Public/Charter School 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(S) (1-first semester, 2-second semester, ALL-full year)
  - Check Prerequisite Box if required.
  - Choose preferred start date: Any date between August 2019 and February 2020
  - **Choose Virtual School: Hillsborough Virtual School**
  - Click Continue
- ❖ Answer Survey ( you will be required to do this for every added course)
- ❖ Click Continue to finish creating your account.
- ❖ 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 – make sure you write this down!!!
- ❖ ALL COURSES MUST BE APPROVED BY YOUR SCHOOL COUNSELOR!!

## Existing HVK12 or FLVS Account

Have taken an HVK12 or FLVS course in the past

- ❖ Go to [www.flvs.net](http://www.flvs.net)
- ❖ Choose LOGIN – County Virtual Schools
- ❖ Enter Username and Password on VSA LOGIN
- ❖ Choose – Request New Courses from drop down menu in upper left corner
- ❖ Select Educational Level to Narrow Choices:
  - High School (Regular, Honors, AP)
  - Middle School (Regular or Advanced)
- ❖ Select your first course
  - Choose SEGMENT(S) (1-first semester, 2-second semester, ALL-full year)
  - Check Prerequisite Box if required.
  - Choose preferred start date: any date between August 2019 and February 2020
  - **Choose virtual school: Hillsborough Virtual School**
  - Click Continue
- ❖ Answer Survey ( you will be required to do this for every added course)
- ❖ Click continue
- ❖ Click add more courses or CONTINUE to finish
- ❖ ALL COURSES MUST BE APPROVED BY YOUR SCHOOL COUNSELOR!!

## Parent/Guardian Account

- ❖ Go to [www.flvs.net](http://www.flvs.net)
- ❖ Quick links – Drop Down Menu – Login – Choose “Create Parent/Guardian Account”
  - If you have another student already taking courses with FLVS/HVK12 you can add your student to an existing account by logging in and selecting “Add Student”
- ❖ Choose “Click Here to begin creating your Parent/Guardian Account”
- ❖ Enter student login information
- ❖ Enter Personal information as directed

