



# Hillsborough Virtual K-12 Virtual School Account Directions



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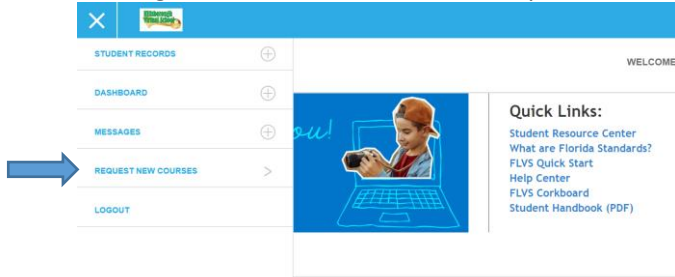


# Hillsborough Virtual K-12 Virtual School Account Directions



## Current FLVS/Hillsborough Virtual K-12 Account Directions

- ❖ Go to the following website: [www.flvs.net](http://www.flvs.net)
- ❖ Login with current username and password



- ❖ Verify and update personal information (address, phone numbers, email).
- ❖ **UPDATE YOUR PHYSICAL SCHOOL (Hillsborough Virtual K-12)**
- ❖ **SELECT YOUR SCHOOL COUNSELOR UNDER YOUR ACADEMIC PROFILE**

Hillsborough Virtual K-12 School Counselors			
Elementary School Counselors	Grade Levels	Student Last Name	Email Address
Timothy Godshall	KG-5 <sup>th</sup> Grade	Last Names A-Ge	<a href="mailto:Timothy.Godshall@sdhc.k12.fl.us">Timothy.Godshall@sdhc.k12.fl.us</a>
Amanda Levy	KG-5 <sup>th</sup> Grade	Last Names Gf-Or	<a href="mailto:Amanda.Levy@sdhc.k12.fl.us">Amanda.Levy@sdhc.k12.fl.us</a>
April Langston	KG-5 <sup>th</sup> Grade	Last Names Os-Z	<a href="mailto:April.Langston@sdhc.k12.fl.us">April.Langston@sdhc.k12.fl.us</a>
Middle School Counselors	Grade Levels	Student Last Name	Email Address
Amanda Allen	6 <sup>th</sup> -8 <sup>th</sup> Grade	Last Names A-K	<a href="mailto:Amanda.Allen@hcps.net">Amanda.Allen@hcps.net</a>
Kristin Campbell	6 <sup>th</sup> -8 <sup>th</sup> Grade	Last Names L-Z	<a href="mailto:Kristin.Campbell@hcps.net">Kristin.Campbell@hcps.net</a>
High School Counselors	Grade Levels	Student Last Name	Email Address
Jacqueline Drain	9 <sup>th</sup> -12 <sup>th</sup> Grade	Last Names A-G	<a href="mailto:Jacqueline.Drain@hcps.net">Jacqueline.Drain@hcps.net</a>
Christy Carmichael	9 <sup>th</sup> -12 <sup>th</sup> Grade	Last Names H-R	<a href="mailto:Christy.Carmichael@hcps.net">Christy.Carmichael@hcps.net</a>
Corrie McCarthy	9 <sup>th</sup> -12 <sup>th</sup> Grade	Last Names S-Z	<a href="mailto:Corrie.McCarthy@sdhc.k12.fl.us">Corrie.McCarthy@sdhc.k12.fl.us</a>

- ❖ Choose County Virtual School

Please choose which school you'd like to take classes with:

### FLVS Flex

Course options with flexible start dates, available year-round.

GRADES K-12

### County Virtual School

FLVS courses available through your local school district.

GRADES 6-12



# Hillsborough Virtual K-12 Virtual School Account Directions



- ❖ Choose SEGMENT - ALL SEGMENTS (full course) or Segment 1 (Semester 1) or Segment 2 (semester 2), start date MM/DD/YYYY, and Hillsborough Virtual K-12

The screenshot shows the 'Add This Course' form with three main steps:

- 1 Choose the segment(s)/semester(s) you want to take**
  - Text: "Think of a segment as a traditional semester, or 16-18 weeks. At FLVS, you move at your own pace, so a segment may take a full term or 24 weeks. Two segments equal a full year of any course."
  - Form: "Choose Segments" dropdown menu with "Please Choose" selected.
  - Text: "Prerequisite(s): Recommended for 6th grade"
  - Text: "Materials Required: All students select ONE novel below: Wonder by R.J. Palacio; Lions of Little Rock by Kristin Levine; Schooled by Gordon Korman; A Wrinkle in Time by Madeleine L'Engle; Steam-Burners Book 11 by Richard Smith. Advanced students select ONE additional novel below: All Creatures Great and Small by James Herriot; Knots On My Yo-Yo String by Jerry Spinelli; OR, choice of an autobiography or biography of a person born after 1950."
  - Form: "I understand the course has prerequisite(s) and I acknowledge that I have met these requirements." checkbox (circled in red).
- 2 Choose your preferred start date**
  - Text: "Students are placed as quickly as possible according to their requested start date. At certain times of the year, there may be a slight delay due to high volume requests. We continue to add students into courses as seats become available. This means that your request is made after your preferred start date."
  - Form: "Date (mm/dd/yyyy)" field with a calendar icon.
- 3 Choose the virtual school you would like to take**
  - Text: "Please select whether you would like to take this course through Florida Virtual School or your District Virtual School."
  - Form: "Why can't I choose my District Virtual School?" dropdown menu with "Please Choose" selected.

- ❖ Check Prerequisite Box if required.
- ❖ Click Continue
- ❖ Answer Survey (you will be required to do this for every added course)
  - #1 Select your reason(s)
  - #2 Select YES (part of your school day) or NO (above and beyond your school day)
  - #3 Select your choice – NO REFERRAL CODE NEEDED
- ❖ Choose Add more courses or Continue
- ❖ Student and Parent/Guardian Agreement – Check Appropriate boxes and click SUBMIT
- ❖ Courses will be verified by your school counselor prior to the start of school.

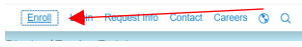


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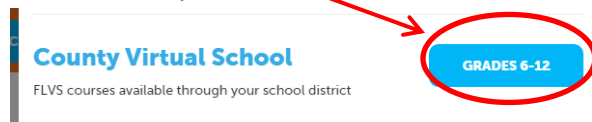


## New Hillsborough Virtual K-12 Account Creation Directions

- ❖ Go to the following website: [www.flvs.net](http://www.flvs.net)

- ❖  - Located in the upper right-hand corner in the tool bar.

- ❖ Choose County Virtual School



- ❖ Already know the process? [Enroll now](#)

- ❖ Click: New Students Start Here

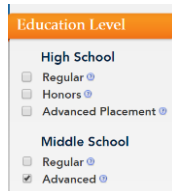
- ❖ Choose:

- I Live in Florida
- Hillsborough County
- Public/Charter School Student

- ❖ Click: Continue

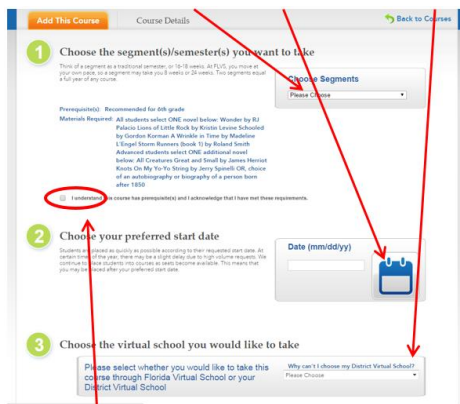
- ❖ Select Educational Level to Narrow Choices:

- High School (Regular or Honors or Advanced Placement) OR Middle School (Regular or Advanced)



- ❖ Select your first course

- ❖ Choose SEGMENT - ALL SEGMENTS (full course) or Segment 1 (Semester 1) or Segment 2 (semester 2), start date MM/DD/YYYY, and Hillsborough Virtual School



Check Prerequisite Box if required.

Click Continue



# Hillsborough Virtual K-12 Virtual School Account Directions



- ❖ Answer Survey (you will be required to do this for every added course)
  - #1 Work Faster/Slower
  - #2 Choose yes or no (doesn't matter)
  - #3 teacher or guidance counselor – NO REFERRAL CODE NEEDED
- ❖ Click Continue to finish creating your account (your counselor will add the remainder of your courses later)
- ❖ **PHYSICAL SCHOOL - Hillsborough Virtual K-12**
- ❖ **SCHOOL COUNSELOR**

Hillsborough Virtual K-12 School Counselors			
Elementary School Counselors	Grade Levels	Student Last Name	Email Address
Timothy Godshall	KG-5 <sup>th</sup> Grade	Last Names A-Ge	<a href="mailto:Timothy.Godshall@sdhc.k12.fl.us">Timothy.Godshall@sdhc.k12.fl.us</a>
Amanda Levy	KG-5 <sup>th</sup> Grade	Last Names Gf-Or	<a href="mailto:Amanda.Levy@sdhc.k12.fl.us">Amanda.Levy@sdhc.k12.fl.us</a>
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Kristin Campbell	6 <sup>th</sup> -8 <sup>th</sup> Grade	Last Names L-Z	<a href="mailto:Kristin.Campbell@hcps.net">Kristin.Campbell@hcps.net</a>
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Christy Carmichael	9 <sup>th</sup> -12 <sup>th</sup> Grade	Last Names H-R	<a href="mailto:Christy.Carmichael@hcps.net">Christy.Carmichael@hcps.net</a>
Corrie McCarthy	9 <sup>th</sup> -12 <sup>th</sup> Grade	Last Names S-Z	<a href="mailto:Corrie.McCarthy@sdhc.k12.fl.us">Corrie.McCarthy@sdhc.k12.fl.us</a>

**1 Create your account**  
Now that you have chosen the course(s) you want, let's create your account and start the sign-up process. In this step, you will need to know some key information like your address, phone number, social security number and parent/guardian contact info.

**2 Finish your sign-up**

[Create My Account](#) [Go Back to My Backpack](#)

- ❖ “Finish your sign up” - Create 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 (write down and keep safe)
- ❖ Courses will be verified by your school counselor prior to the start of school.



# Hillsborough Virtual K-12 Virtual School Account Directions



## Parent/Guardian Account Creation Directions

- ❖ Go to the following website: <https://www.flvs.net/flex/resources/parent-guardian-account>
- ❖ 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 – login and ADD STUDENT.
- ❖ Choose “Click here to begin creating your Parent/Guardian Account”
- ❖ Choose YES if you have a Parent Account – Choose NO for a NEW Parent Account
- ❖ Enter student login information
- ❖ Enter Personal information as directed.