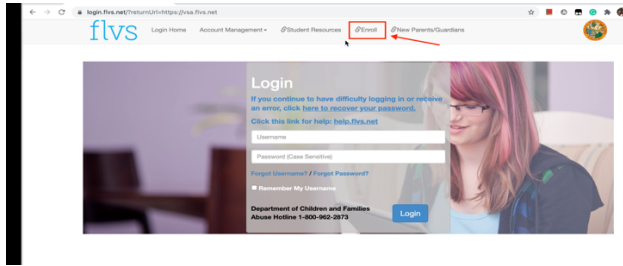




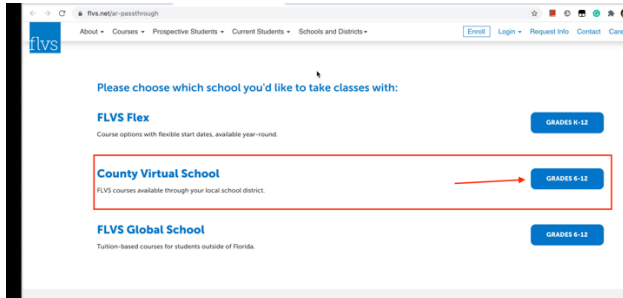
# New Students: Requesting OCVS Courses Grades 6-12

1. Click [login.flvs.net](https://login.flvs.net) to start

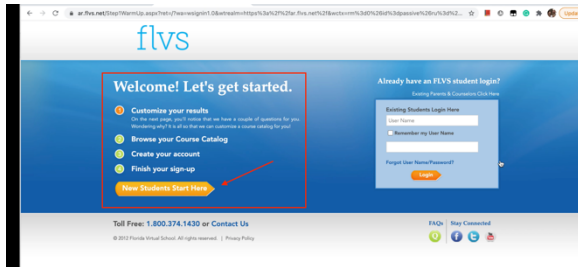
Click the “Enroll” button



Then click “County Virtual School”



Click “New Students Start here”



2. Customize Catalog

- Choose a County (Orange)
- Choose a Student Type
- Click Continue
- 

3. Enroll in courses

Click on desired course to view more details, such as Description, Topics and Concepts, Prerequisites, and more.

- Chose the semesters (1,2, or Both)
- If applicable, check the box verifying you meet noted prerequisites
- Select **Orange County Virtual School**
- Click “Continue”

4. Follow the prompts by selecting:

- Your reason(s) for enrolling with OCVS
- If this course is on your physical school schedule
- How you heard about OCVS
- Click “Continue”

5. Review your backpack:

- Review courses selected, including start dates and semesters chosen
- Click “Edit” To make changes or “Delete” to remove from My Backpack
- To sign up for more, click “Add More Courses” and follow same process
- Click “Continue”

6. Account Creation

- Click “Create My Account”
- Fill out Student Information and click “Sign Up”
- Continue with filling out Student Information.

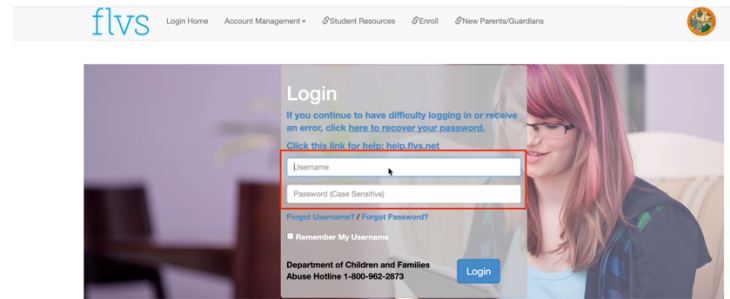


# New Students: Requesting OCVS Courses Grades 6-12

- Part time students “School Name” please add your brick-and-mortar school. Full time add Orange County Virtual Franchise.
  - Add Address and Telephone
  - Click “Next”
7. Add Parent/Guardian Information and click “Next”
  8. Add Student Race and Ethnicity and click “Next”
  9. Course Request Summary Preview
    - Check that all information is correct
    - Click “Continue”
  10. Commitments
    - You must agree to the student commitment and Parent/Guardian commitment
    - Click “Submit”
  11. Finish Sign Up Process
    - Click “View Course Request Summary”
  12. Course Request Summary
    - Preview all Requests
    - Click “Sign Out”
  13. Sign In
    - Click “Login” and “County Virtual Schools”

## 14. Login Screen

- Login using the Information you created in the earlier steps



## 15. Enrollment Questions

- Complete any enrollment questions prompted by the system. For example free and reduced lunch questions or family in the military questions.

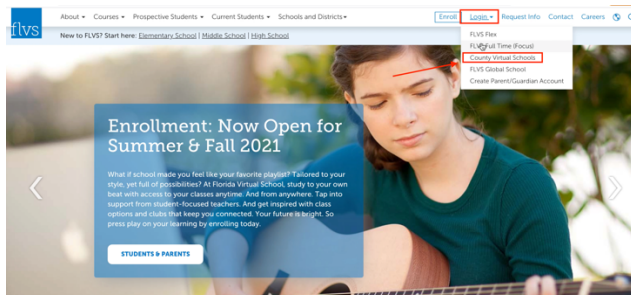
## 16. Student Dashboard

- Scroll down to Additional Course Details
- Pick Course Requested
- Requested courses will appear here and you are complete

The requested courses are now sent to your guidance counselor. The counselor will verify the student account, course requirements, and will approve the request.

**Thank you for enrolling with Orange County Virtual School.**

If you have questions or need assistance, please contact OCVS at 407-317-3327.





# New Students: Requesting OCVS Courses Grades 6-12