

CREATING YOUR VSA (VIRTUAL STUDENT) ACCOUNT

1. Go to <https://flvs.net/>
2. Click on SIGN UP and work through the screens. **DO NOT CHOOSE FLVS Full Time**
3. For **full-time CVA**, choose COUNTY VIRTUAL SCHOOL.
4. For **part-time CVA** (after hours, Blended, VLL or Home School) choose FLVS Flex for your grade.
5. Choose your education level and subject - We recommend you choose only one class to set your account up. You may add more classes after your account has been created.
6. Things to know when choosing your class: Segments are like Semesters. The earliest preferred start date will be the next day. For the Virtual School you would like to take, choose Clay Virtual Academy from the drop down menu.
7. Survey Page: The class will be on your schedule.
8. Create your account - Things to know: If CVA is/will be your physical school, your guidance counselor will be Samantha King (drop down menu). Your District ID number will be your Clay County lunch number, if you have one. If not, leave this blank. Leave the State ID number blank. You may have to click through more than once for it to move to the next screen.

If Clay Virtual Academy is not your school of record, your guidance counselor will have to approve your course choice. They will receive an email letting them know they have a course to approve. During the summer, it is a good idea to contact your school and let them know you have requested a class, as guidance counselors may not be in for the entire summer break. If you are a Home School student, your parent will need to log in with their parent account and approve your course choice.