

FLVS COURSE REGISTRATION GUIDE

Part Time eSchool Students



1. Visit flvs.net and click “Enroll” in the top right navigation
2. **Enrollment pop-up window:**
 - Select “Grades 6-12” beside County Virtual School
3. **Customize your catalog:**
 - Choose your county (Citrus)
 - Select your student type (Public School)
4. **Browse courses:**
 - Select the “High School” or “Middle School” tab to view course offerings
 - Click on desired course to view more details, such as Description, Topics and Concepts, Prerequisites, and more
 - Select “Add to Backpack” to enroll or “Return to Course List” to go back
5. **Review your backpack:**
 - To enroll in additional courses, click “Add Courses” and follow the same process
 - You will be able to select your semesters and preferred placement date in a later screen
6. **Log in or create an account**
 - New students:
 - Click “Create an Account”
 - Create your username and password
 - Input an email address you regularly check
 - Click “Continue”
 - Write down your Username and Password
 - Returning students:
 - If you have an existing login, input your username and password
 - Returning students, please skip to step #10
7. **Complete your student information:**
 - Complete all the fields onscreen, including Personal, Demographic, Phone, and Address
 - Be sure to choose the school you attend and your counselor in the Personal section
8. **Complete your parent/guardian information:**
 - Complete all the fields on the screen, including Personal, Phone, and Address
9. **Confirm account information:**
 - Review Student and Parent Information
 - Click the pencil icon to make changes
10. **Follow the prompts by selecting:**
 - How you heard about FLVS
 - Your reason for taking these classes
11. **Review the student and parent/guardian commitments:**
 - Check the appropriate boxes
12. **Register for courses:**
 - Review courses and credit hours
 - Select desired semesters (all)
 - Select desired school (Citrus eSchool)
 - Select your Preferred Placement Date
*Must be between 8/10/23 and 2/29/24.
Courses must be completed by 5/29/24.*
13. **Confirm prerequisites and school choice:**
 - Click “Confirm” or “Cancel” to confirm prerequisites
 - Check appropriate box and click “Continue” or “Change Selection” to confirm school choice
14. **Submit enrollment:**
 - Review your course enrollments
 - Click “Submit Enrollment”
To print a copy of your enrollments, click the printer icon
15. **Complete your registration:**
 - To finalize registration, your child’s courses must be approved*
 - Click “Login to FLVS” to check your course status
 - In the meantime, you can also create a parent/guardian account