Virtual School Account (VSA) Directions
Click the option below to go directly to the needed directions.
Updated – 6/18/25
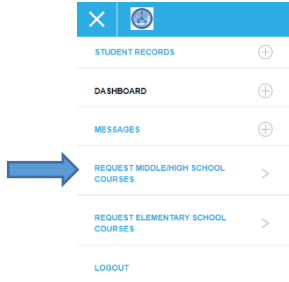
Table of Contents

❖ Go to: www.flvs.net
❖ Login with current username and password
❖ Select Request Middle/High School courses

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

Hillsborough Virtual School Full-time Counselors		
School Counselor	Grade Levels	Email Address
Amanda Allen	KG - 8th	amanda.allen@hcps.net
Christy Carmichael	9th - 12th	christy.carmichael@hcps.net

❖ Customize your catalog – Choose Hillsborough County and Public-School Student

❖ Select Educational Level to narrow choices
❖ Choose your first course
❖ Click Add to Backpack
❖ To add additional courses click Add Courses, otherwise click Continue to complete the enrollment process.
❖ Answer Survey

- ❖ Student and Parent/Guardian Agreement – Check Appropriate boxes and click SUBMIT
- ❖ Complete Media Release
- ❖ 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

+ Add More Courses

Course Name	Credit(s)	Semester	Preferred Placement Date	School ❓	Remove
English 1		Choose ... ⌄	MM/DD/YYYY 📅	⚪ Florida Virtual School Flex 🔵 Hillsborough Virtual K-12	⊖

Students are typically placed in their courses and assigned to a teacher within 10 days of their Preferred Placement Date.

Continue

- ❖ Click Continue
- ❖ Confirm Your Choice School

Confirm Your School Choice

You have selected to take your course(s) with
Hillsborough Virtual K-12
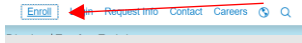☑ I confirm my selection is correct

Continue   Change Selection

- ❖ Click Continue
- ❖ Review selections and Submit Enrollment
- ❖ Courses must be verified by your school counselor before classes can be assigned to a teacher.
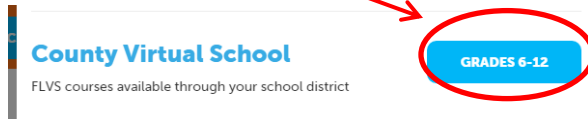
HVS Full-Time Account Directions – NEW – GRADES 6-12

❖ Go to: www.flvs.net

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

❖ Choose County Virtual School

County Virtual School
FLVS courses available through your school district

GRADES 6-12

❖ Click Enroll

❖ Customize your catalog – Choose Hillsborough County and Public-School Student

Let's customize our catalog for you!

County
Hillsborough

Student type
Public School

Continue

❖ Select Educational Level to narrow choices

❖ Select your first course

❖ Click Add to Backpack

❖ To add additional courses click Add Courses, otherwise click Continue to complete the enrollment process.

New Student?   Create an Account

❖ Complete account setup process

❖ 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)

❖ **PHYSICAL SCHOOL - Hillsborough Virtual School**

❖ **SCHOOL COUNSELOR**

Hillsborough Virtual School Full-time Counselors		
School Counselor	Grade Levels	Email Address
Amanda Allen	KG - 8th	amanda.allen@hcps.net
Christy Carmichael	9th - 12th	christy.carmichael@hcps.net

❖ Answer Survey
❖ Student and Parent/Guardian Agreement – Check Appropriate boxes and click SUBMIT
❖ Complete Media Release
❖ 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

+ Add More Courses

Course Name	Credit(s)	Semester	Preferred Placement Date	School ❓	Remove
English 1		Choose ... ⌄	MM/DD/YYYY 📅	⚪ Florida Virtual School Flex 🔵 Hillsborough Virtual K-12	⊖

Students are typically placed in their courses and assigned to a teacher within 10 days of their Preferred Placement Date.

Continue

❖ Click Continue
❖ Confirm Your Choice School

Confirm Your School Choice

You have selected to take your course(s) with
Hillsborough Virtual K-12
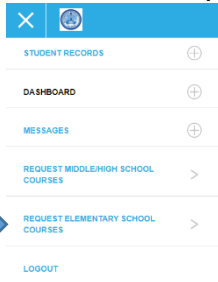☑ I confirm my selection is correct

Continue   Change Selection

❖ Click Continue
❖ Review selections and Submit Enrollment
❖ Courses must be verified by your school counselor before classes can be assigned to a teacher.

❖ Go to: www.flvs.net
❖ Login with current student username and password
❖ Select Request Elementary School courses

× ⊕	
STUDENT RECORDS	⊕
DASHBOARD	⊕
MESSAGES	⊕
REQUEST MIDDLE/HIGH SCHOOL COURSES	>
REQUEST ELEMENTARY SCHOOL COURSES	>
LOGOUT	

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

Hillsborough Virtual School Full-time Counselors		
School Counselor	Grade Levels	Email Address
Amanda Allen	KG - 8th	amanda.allen@hcps.net
Christy Carmichael	9th - 12th	christy.carmichael@hcps.net

❖ Customize your catalog – Choose Hillsborough County and Public-School Student

Let's customize our catalog for you!

County
Hillsborough ⊙

Student type
Public School ⊙

Continue

❖ Select Educational Level to narrow choices
❖ Choose your first course
❖ Click Add to Backpack
❖ To add additional courses click Add Courses, otherwise click Continue to complete the enrollment process.

❖ Answer Survey
❖ Student and Parent/Guardian Agreement – Check Appropriate boxes and click SUBMIT
❖ Complete Media Release
❖ 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

+ Add More Courses

Course Name	Credit(s)	Semester	Preferred Placement Date	School ❓	Remove
English 1		Choose ... ⌄	MM/DD/YYYY 📅	○ Florida Virtual School Flex ● Hillsborough Virtual K-12	⊖

Students are typically placed in their courses and assigned to a teacher within 10 days of their Preferred Placement Date.

Continue

❖ Click Continue
❖ Confirm Your Choice School

Confirm Your School Choice

You have selected to take your course(s) with
Hillsborough Virtual K-12
☑ I confirm my selection is correct

Continue   Change Selection

❖ Click Continue
❖ Review selections and Submit Enrollment
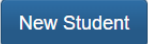❖ Courses must be verified by your school counselor before classes can be assigned to a teacher.

HVS Full-Time Account Directions – NEW – GRADES K-5

https://franchisek5.flvs.net/?id=4

District Virtual Elementary

🔒 Returning Students   New Student

Returning Students require the parent to login to complete the registration
If you do not recall your user name or password click here

Please confirm

Have you previously enrolled a student (K-12) in an Elementary course before?

Yes   No

District Virtual Elementary

Hillsborough Virtual School

Select the type of school your student attends.

Public School ▼

Select the county your student resides in.

Hillsborough ▼

Select the school your student attends

select.. ▼

Select your student's grade

select.. ▼

Are you enrolling due to coronavirus (COVID-19) concerns?

No ▼

Enter the Preferred Start Date ⓘ

08-10-2020

Full-Time Students Only

Core Subjects: Select **ALL 4** core subjects for the grade level for your child.

- ❖ Math
- ❖ Science
- ❖ Social Studies
- ❖ Language Arts

Electives: Select at least 2 electives for the grade level for your child

- ❖ Physical Education (REQUIRED)
- ❖ Art
- ❖ Intro to Technology
- ❖ Spanish *

*Students who choose Spanish must start at *Intro to Spanish* and progress through the levels

---

Optional Special Courses

Course	Select Course	Select Segment
Elementary Spanish - Introductory Level	☑	Both Segments(Full Course) ▼
Elementary Spanish - Level 1	☐	Choose a segment ▼

Add Course(s)

Complete final account set-up process.

HVS Flex Part-Time Account Directions – Grades 6-12

1. Visit **flvs.net** and click "Enroll" in the top right navigation

2. **Enrollment pop-up window:**
• Select "Grades K-12"

3. **How to enroll page:**
• Select "Enroll in 6-12"

4. **Customize your catalog:**
• Choose Hillsborough County
• Select your student type (Public or Home School)
• Click "Continue"

5. **rowse 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

6. **Review your backpack:**
• To enroll in additional courses, click "Add Courses" and follow the same process
• Click "Continue"
You will be able to select your semesters and preferred placement date in a later screen

7. **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
• Click "Log In"
Returning students, please skip to step #11

8. **Complete your student information:**
• Complete all the fields onscreen, including Personal, Demographic, Phone, and Address
• Click "Continue"

9. **Complete your parent/guardian information:** • Complete all the fields on the screen, including Personal, Phone, and Address
• Click "Continue"

10. **Confirm account information:**
• Review Student and Parent Information • Click the pencil icon to make changes • Select "Continue"

11. **Follow the prompts by selecting:**
• How you heard and your reason for taking these classes
• Click "Continue"

12. **Review the student and parent/guardian commitments:**
• Check the appropriate boxes
• Click "Continue"

13. **Sign media release (parent/guardian):**
• Review the media release statements
• Select opt in preference
• Type your name
• Click "Continue"

14. **Register for courses:**
• Review courses and credit hours
• Select your desired semesters-1, 2 or all semesters
• Select your Preferred Placement Date *This is when the process begins to place you with your teacher, not necessarily the date you will start your course*
• Select Hillsborough Virtual School
• Select "Continue"
• *You may be asked to alter your course selection based on your student type:*
» Public school students: 3 course limit » Private school students: 6 course limit » Homeschool students: 6 course limit

15. **Confirm prerequisites and school choice** • Click "Confirm" or "Cancel" to confirm prerequisites
• Check appropriate box and click "Continue" or "Change Selection" to confirm school choices

16. **Submit enrollment:**
• Review your course enrollments
• Click "Submit Enrollment"
To print a copy of your enrollments, click the printer icon

17. **Complete your registration:**
Course Approval:
» Homeschool: parent approval.
» Public, Private, or Charter School: school approval

Thank you for enrolling in Hillsborough Virtual School.

HVS Flex Part-Time Account Directions – Grades K-5

1. **To Begin Selecting Elementary Courses Visit**

   https://franchisek5.flvs.net/?id=4

2. **Registration portal:**
   - If you have an existing parent account, click "Returning Students"
   - If not, click "New Student"

3. **Provide student details and select courses:**
   - Select your child's school type
   - Select your child's county
   - Select your child's school name
   - Select your child's grade level
   - Select a preferred start date
   - Select your child's course(s)

     Full-time: 4 Core, 2 Electives
     Part-time: Max 3 Courses
   - Click "Add Course(s)"

4. **Review parent commitment statements:**
   - Check the "I Agree" box
   - Click "Save & Continue"

5. **Follow the prompts by selecting:**
   - How you heard about HVK12 and reasons for taking these classes
   - Click "Save & Continue"

6. **Verify course selections:**
   - Review course selections
   - To sign up for more, click "Add Additional Course(s)" and follow the same process
   - Click "Continue Registration"

7. **Provide parent/guardian and student details:**
   - Complete all the fields under Parent/Guardian Details and Student Details
   - Select the appropriate boxes under Race and Ethnicity
   - (Required by the Florida Department of Education)
   - Click "Save & Continue"

8. **Confirm entered data:**
   - Review parent/guardian and student information
   - Click "Confirm & Continue"

9. **Submit your registration:**
   - Review course selections
   - Click "Submit Registration"

10. **Add another student (if applicable):**
    - If you need to register another student, click "Sign Up Another Student" and follow the same process

11. **Complete your registration:**
    - To finalize registration, your child's courses must be approved:
    - » Homeschool: parent approval
    - » Public, Private, or Charter School: school guidance counselor approval

Your child will log back into their account at http://vsa.flvs.net to enter their courses.

Thank you for enrolling with HVK12 Elementary.

New HVS or FLVS Account for Home Education Program

Have never taken an HVS or FLVS course before

- ❖ Go to: www.flvs.net
- ❖ Click: ENROLL
- ❖ Choose County Virtual School (Grades 6-12)
- ❖ Click: ENROLL
- ❖ Customize your catalog – Choose **Hillsborough County** and **Home Education Program Student**
- ❖ Select Educational Level to narrow choices
- ❖ Select your first course
- ❖ Click Add to Backpack
- ❖ To add additional courses click Add Courses, otherwise click Continue to complete the enrollment process.
- ❖ Complete account setup process
    - o Physical School – **Home Education Program Student**
- ❖ 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)
- ❖ Answer Survey
- ❖ Student and Parent/Guardian Agreement – Check Appropriate boxes and click SUBMIT
- ❖ Complete Media Release
- ❖ 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
- ❖ Click Continue
- ❖ Confirm Your Choice School
- ❖ Click Continue
- ❖ Review selections and Submit Enrollment
- ❖ PARENT MUST APPROVE COURSE REQUESTS AS THE PARENT **AND** THE COUNSELOR!!

Existing HVS or FLVS Account for Home Education Program

Have taken an HVS or FLVS course in the past

- ❖ Go to www.flvs.net
- ❖ Choose LOGIN – County Virtual Schools
- ❖ Enter Username and Password on VSA LOGIN
- ❖ Choose – Request New Middle/High School Courses from drop down menu in upper left corner
- ❖ Verify and update personal information (address, phone numbers, email).
- ❖ Customize your catalog – Choose **Hillsborough County** and **Home Education Program Student**
- ❖ Select Educational Level to Narrow Choices
- ❖ Choose your first course
- ❖ Click Add to Backpack

- ❖ To add additional courses click Add Courses, otherwise click Continue to complete the enrollment process.
- ❖ Answer Survey
- ❖ Student and Parent/Guardian Agreement – Check Appropriate boxes and click SUBMIT
- ❖ Complete Media Release
- ❖ 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
- ❖ Click Continue
- ❖ Confirm Your Choice School
- ❖ Click Continue
- ❖ Review selections and Submit Enrollment
- ❖ Update academic profile to reflect the Physical School as "Home Education Program Students"

- ❖ PARENT MUST APPROVE COURSE REQUESTS AS THE PARENT **AND** THE COUNSELOR!!

Home Education Account Directions – Grades K-5

If you already have a virtual school account, log in and:

- use the 3-bar menu to find "student records", then "academic profile" and update the name of the physical school to show "Home Education Program Students"
- select courses
- verify courses through your parent account (directions below if you need to create a parent account)

If you need to create a virtual school account, click the link, and follow the directions below.

https://franchisek5.flvs.net/?id=4

District Virtual Elementary

Returning Students | **New Student**

Returning Students require the parent to login to complete the registration
If you do not recall your user name or password click here

Please confirm

Have you previously enrolled a student (K-12) in an Elementary course before?

Yes | **No**

District Virtual Elementary

The type of school your student will be attending when taking this course(s) (required)

Homesch

The county your student resides in (required)

Hillsborough

The school your student will attend when taking this course(s) (required)

Home Education Program Students

* Please contact us at 1-800-374-1430 if your school is not listed.

Your student's grade (required)

Choose a grade

Preferred Start Date (required)

Choose a start date

Complete final account set-up process.

Typical Elementary Schedule

Core Subjects: Select **ALL 4** core subjects for the grade level for your child.

- ❖ Math
- ❖ Science
- ❖ Social Studies
- ❖ Language Arts

Electives: Electives are not required for home education students; however, you can select 2 electives for the grade level for your child.

- ❖ Physical Education
- ❖ Art
- ❖ Intro to Technology
- ❖ Spanish *

*Students must start at *Intro to Spanish* and progress through the levels

Parent/Guardian Account

- ❖ A parent account is required for home education families in order to approve student requested courses.
- ❖ Click the link below for instructions on creating a parent account
- ❖ Create Parent Account

Parent/Guardian Account Directions

❖ Go to: www.flvs.net
❖ Click Login - Choose Create Parent/Guardian Account
  ➢ New Parent Account - Choose Click here to begin creating your Parent/Guardian Account
  ➢ If you have another student already taking courses with FLVS/HVS you can add your student to an existing account – Click Login to your account here and under student records, click Add Another Student.
❖ Choose YES if you have a Parent Account – Choose NO for a NEW Parent Account
❖ Enter student login information
❖ Enter Personal information as directed.