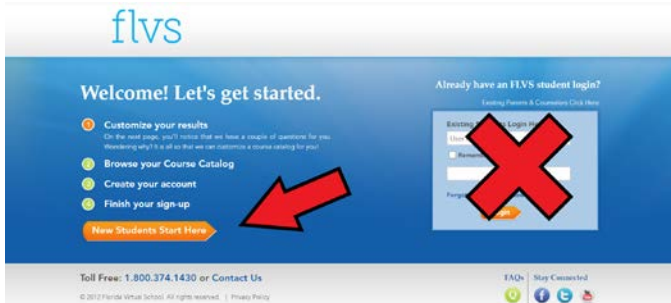




OCVS

New Student Registration Guide: Grades 6–12

1. To enroll in OCVS courses, visit the FLVS portal [here](#) and click **“Enroll”**.
2. Click on **“New Students Start Here”**



- Respond to the COVID-19 Student Support Project Question
- Customize your catalog by selecting your state, county, and 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.
- Choose the semesters (1, 2, or Both)
 - If applicable, check the box verifying you meet noted prerequisites
 - Select your preferred start date
 - 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. Create your account:

- Click **“Create My Account”**
- Complete all the fields onscreen (*Anything with an orange * is required*)
- Click **“Sign Up”**
- *Write down your Username and Password*

7. Complete your student information:

- Complete all the fields onscreen (*Anything with an orange * is required*)
- Click **“Next”** when you complete each page

8. Complete your parent/guardian information:

- Complete all the fields in the next screen (*Anything with an orange * must be filled in*)
- Click **“Next”** when you complete each page

9. Select your race/ethnicity:

- The Department of Education requires this information
- Select appropriate boxes
 - Click **“Next”**

10. Verify that all information is correct, and click **“Continue”**

11. Review the student and parent/guardian commitments:

- Check the appropriate boxes
- Click **“Submit”**

12. Complete your registration:

- To finalize registration and place you with an instructor, the following verification is required:
 - » Homeschool students: guardian verification
 - » Public, Private, or Charter School students: guidance verification

You can review your selections by clicking on **“View Course Request Summary.”** Important: Log out of your account and then immediately log back in to complete any enrollment questions prompted by the system. For example, free and reduced lunch questions or questions on why the student is taking the course.

Thank you for enrolling with Orange County Virtual School

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