

# HILLSBOROUGH VIRTUAL K-12

## Virtual School Account Directions

Click the option below to go directly to the needed directions.

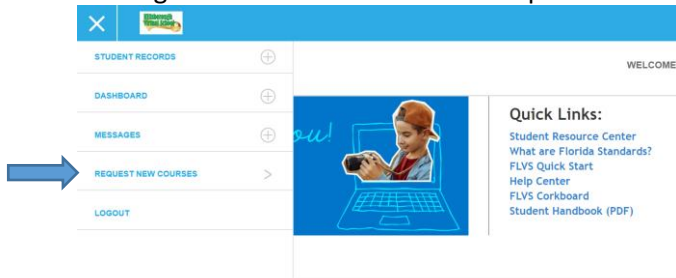
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# HILLSBOROUGH VIRTUAL K-12

## HVK12 Full-Time Account Directions - CURRENT

- ❖ Go to the following website: [www.flvs.net](http://www.flvs.net)
- ❖ Login with current username and password



- ❖ Verify and update personal information (address, phone numbers, email).
- ❖ **UPDATE YOUR PHYSICAL SCHOOL (Hillsborough Virtual K-12)**
- ❖ **SELECT YOUR SCHOOL COUNSELOR UNDER YOUR ACADEMIC PROFILE**

Hillsborough Virtual K-12 School Counselors			
Elementary School Counselors	Grade Levels	Student Last Name	Email Address
Timothy Godshall	KG-5 <sup>th</sup> Grade	Last Names A-Ge	<a href="mailto:Timothy.Godshall@hcps.net">Timothy.Godshall@hcps.net</a>
Amanda Levy	KG-5 <sup>th</sup> Grade	Last Names Gf-Or	<a href="mailto:Amanda.Levy@hcps.net">Amanda.Levy@hcps.net</a>
April Langston	KG-5 <sup>th</sup> Grade	Last Names Os-Z	<a href="mailto:April.Langston@hcps.net">April.Langston@hcps.net</a>
Middle School Counselors	Grade Levels	Student Last Name	Email Address
Amanda Allen	6 <sup>th</sup> -8 <sup>th</sup> Grade	Last Names A-K	<a href="mailto:Amanda.Allen@hcps.net">Amanda.Allen@hcps.net</a>
Kristin Campbell	6 <sup>th</sup> -8 <sup>th</sup> Grade	Last Names L-Z	<a href="mailto:Kristin.Campbell@hcps.net">Kristin.Campbell@hcps.net</a>
High School Counselors	Grade Levels	Student Last Name	Email Address
Jacqueline Drain	9 <sup>th</sup> -12 <sup>th</sup> Grade	Last Names A-G	<a href="mailto:Jacqueline.Drain@hcps.net">Jacqueline.Drain@hcps.net</a>
Christy Carmichael	9 <sup>th</sup> -12 <sup>th</sup> Grade	Last Names H-R	<a href="mailto:Christy.Carmichael@hcps.net">Christy.Carmichael@hcps.net</a>
Corrie McCarthy	9 <sup>th</sup> -12 <sup>th</sup> Grade	Last Names S-Z	<a href="mailto:Corrie.McCarthy@hcps.net">Corrie.McCarthy@hcps.net</a>

**\*\*HVK12 Counselors are not available for mental health support\*\***

- ❖ Choose County Virtual School

Please choose which school you'd like to take classes with:

### FLVS Flex

Course options with flexible start dates, available year-round.

GRADES K-12

### County Virtual School

FLVS courses available through your local school district.

GRADES 6-12

# HILLSBOROUGH VIRTUAL K-12


- ❖ Choose SEGMENT - ALL SEGMENTS (full course) or Segment 1 (Semester 1) or Segment 2 (semester 2), start date MM/DD/YYYY, and Hillsborough Virtual K-12

- ❖ Check Prerequisite Box if required.
- ❖ Click Continue
- ❖ Answer Survey (you will be required to do this for every added course)
  - #1 Select your reason(s)
  - #2 Select YES (part of your school day) or NO (above and beyond your school day)
  - #3 Select your choice – NO REFERRAL CODE NEEDED
- ❖ Choose Add more courses or Continue
- ❖ Student and Parent/Guardian Agreement – Check Appropriate boxes and click SUBMIT
- ❖ Courses will be verified by your school counselor prior to the start of school.

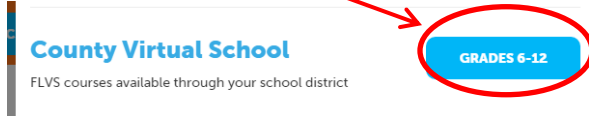
# HILLSBOROUGH VIRTUAL K-12


## HVK12 Full-Time Account Directions - NEW

- ❖ Go to the following website: [www.flvs.net](http://www.flvs.net)

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

- ❖ Choose County Virtual School



- ❖ Already know the process? [Enroll now](#) 

- ❖ Click: New Students Start Here

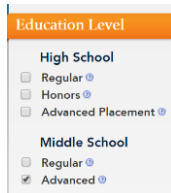
- ❖ Choose:

- I Live in Florida
- Hillsborough County
- Public/Charter School Student

- ❖ Click: Continue

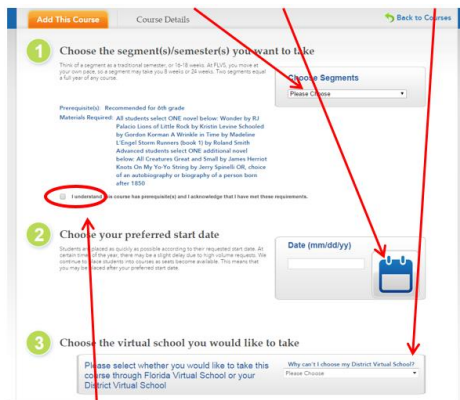
- ❖ Select Educational Level to Narrow Choices:

- High School (Regular or Honors or Advanced Placement) OR Middle School (Regular or Advanced)



- ❖ Select your first course

- ❖ 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



Check Prerequisite Box if required.

Click Continue

# HILLSBOROUGH VIRTUAL K-12

- ❖ Answer Survey (you will be required to do this for every added course)
  - #1 Work Faster/Slower
  - #2 Choose yes or no (doesn't matter)
  - #3 teacher or guidance counselor – NO REFERRAL CODE NEEDED
- ❖ Click Continue to finish creating your account (your counselor will add the remainder of your courses later)
- ❖ **PHYSICAL SCHOOL - Hillsborough Virtual K-12**
- ❖ **SCHOOL COUNSELOR**

Hillsborough Virtual K-12 School Counselors			
<b>Elementary School Counselors</b>	<b>Grade Levels</b>	<b>Student Last Name</b>	<b>Email Address</b>
Timothy Godshall	KG-5 <sup>th</sup> Grade	Last Names A-Ge	<a href="mailto:Timothy.Godshall@hcps.net">Timothy.Godshall@hcps.net</a>
Amanda Levy	KG-5 <sup>th</sup> Grade	Last Names Gf-Or	<a href="mailto:Amanda.Levy@hcps.net">Amanda.Levy@hcps.net</a>
April Langston	KG-5 <sup>th</sup> Grade	Last Names Os-Z	<a href="mailto:April.Langston@hcps.net">April.Langston@hcps.net</a>
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Kristin Campbell	6 <sup>th</sup> -8 <sup>th</sup> Grade	Last Names L-Z	<a href="mailto:Kristin.Campbell@hcps.net">Kristin.Campbell@hcps.net</a>
<b>High School Counselors</b>	<b>Grade Levels</b>	<b>Student Last Name</b>	<b>Email Address</b>
Jacqueline Drain	9 <sup>th</sup> -12 <sup>th</sup> Grade	Last Names A-G	<a href="mailto:Jacqueline.Drain@hcps.net">Jacqueline.Drain@hcps.net</a>
Christy Carmichael	9 <sup>th</sup> -12 <sup>th</sup> Grade	Last Names H-R	<a href="mailto:Christy.Carmichael@hcps.net">Christy.Carmichael@hcps.net</a>
Corrie McCarthy	9 <sup>th</sup> -12 <sup>th</sup> Grade	Last Names S-Z	<a href="mailto:Corrie.McCarthy@hcps.net">Corrie.McCarthy@hcps.net</a>

**\*\*HVK12 Counselors are not available for mental health support\*\***



- ❖ “Finish your sign up” - Create your account
- ❖ 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)
- ❖ Courses will be verified by your school counselor prior to the start of school.

# HILLSBOROUGH VIRTUAL K-12

## HVK12+ Part Time Account Directions

### New HVK12+ Part Time Account

Have never taken an HVK12 or FLVS course before

- ❖ [www.flvs.net](http://www.flvs.net)
- ❖ Click: ENROLL
- ❖ Choose County Virtual School (Grades 6-12)
- ❖ Click: New Students Start Here
- ❖ Choose: I Live in Florida
- ❖ Choose: Hillsborough County
- ❖ Choose: Public/Charter School Student
- ❖ Click: Continue
- ❖ Select Educational Level to Narrow Choices:
  - High School (Regular, Honors, AP)
  - Middle School (Regular or Advanced)
- ❖ Select your first course
  - Choose SEGMENT(S) (1-first semester, 2-second semester, ALL-full year)
  - Check Prerequisite Box if required.
  - Choose preferred start date
  - Choose Virtual School: Hillsborough Virtual School
  - Click Continue
- ❖ Answer Survey (you will be required to do this for every added course)
- ❖ Click Continue to finish creating your account.
- ❖ 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 this down!!!
- ❖ ALL COURSES MUST BE APPROVED BY YOUR SCHOOL COUNSELOR!!

### Existing New HVK12+ Part Time Account

Have taken an HVK12 or FLVS course in the past

- ❖ Go to [www.flvs.net](http://www.flvs.net)
- ❖ Choose LOGIN – County Virtual Schools
- ❖ Enter Username and Password on VSA LOGIN
- ❖ Choose – Request New Courses from drop down menu in upper left corner
- ❖ Select Educational Level to Narrow Choices:
  - High School (Regular, Honors, AP)
  - Middle School (Regular or Advanced)
- ❖ Select your first course
  - Choose SEGMENT(S) (1-first semester, 2-second semester, ALL-full year)
  - Check Prerequisite Box if required.
  - Choose preferred start date
  - Choose virtual school: Hillsborough Virtual
  - Click Continue
- ❖ Answer Survey (you will be required to do this for every added course)
- ❖ Click continue
- ❖ Click add more courses or CONTINUE to finish
- ❖ ALL COURSES MUST BE APPROVED BY YOUR SCHOOL COUNSELOR!!

# HILLSBOROUGH VIRTUAL K-12

## Home Education Account Directions

### New HVK12 or FLVS Account for Home Education Program

Have never taken an HVK12 or FLVS course before

- ❖ [www.flvs.net](http://www.flvs.net)
- ❖ Click: ENROLL
- ❖ Choose County Virtual School (Grades 6-12)
- ❖ Click: New Students Start Here
- ❖ Choose: I Live in Florida
- ❖ Choose: Hillsborough County
- ❖ Choose: Home School Student
- ❖ Click: Continue
- ❖ Select Educational Level to Narrow Choices:
  - High School (Regular, Honors, AP)
  - Middle School (Regular or Advanced)
- ❖ Select your first course
  - Choose SEGMENT(S) (1-first semester, 2-second semester, ALL-full year)
  - Check Prerequisite Box if required.
  - Choose preferred start date (August 1 for semester 1 and January 1 for semester 2 if you following a traditional school year calendar)
  - Choose Virtual School: Hillsborough Virtual or Florida Virtual School
  - Click Continue
- ❖ Answer Survey (you will be required to do this for every added course)
- ❖ Click Continue to finish creating your account.
- ❖ 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 – make sure you write this down!!!
  - Physical School – select “Home Education Program Students”
- ❖ PARENT MUST APPROVE COURSE REQUESTS AS THE PARENT **AND** THE COUNSELOR!!

### Existing HVK12 or FLVS Account for Home Education Program

Have taken an HVK12 or FLVS course in the past

- ❖ Go to [www.flvs.net](http://www.flvs.net)
- ❖ Choose LOGIN – County Virtual Schools
- ❖ Enter Username and Password on VSA LOGIN
- ❖ Choose – Request New Courses from drop down menu in upper left corner
- ❖ Select Educational Level to Narrow Choices:
  - High School (Regular, Honors, AP)
  - Middle School (Regular or Advanced)
- ❖ Select your first course
  - Choose SEGMENT(S) (1-first semester, 2-second semester, ALL-full year)
  - Check Prerequisite Box if required.
  - Choose preferred start date (August 1 for semester 1 and January 1 for semester 2 if you following a traditional school year calendar)
  - Choose virtual school: Hillsborough Virtual or Florida Virtual School
  - Click Continue
- ❖ Answer Survey (you will be required to do this for every added course)
- ❖ Click continue
- ❖ Click add more courses or CONTINUE to finish
- ❖ Update account to reflect the Physical School as “Home Education Program Students”
- ❖ PARENT MUST APPROVE COURSE REQUESTS AS THE PARENT **AND** THE COUNSELOR!!

# HILLSBOROUGH VIRTUAL K-12

## Parent/Guardian Account Directions

- ❖ Go to the following website: <https://www.flvs.net/flex/resources/parent-guardian-account>
- ❖ Quick Links – Drop Down Menu – Login - Choose Create Parent/Guardian Account
  - If you have another student already taking courses with FLVS/HVK12 you can add your student to an existing account – login and ADD STUDENT.
- ❖ Choose “[Click here to begin creating your Parent/Guardian Account](#)”
- ❖ Choose YES if you have a Parent Account – Choose NO for a NEW Parent Account
- ❖ Enter student login information
- ❖ Enter Personal information as directed.