

REGISTERING FOR A COURSE ON VIRTUAL SCHOOL

Tocoi Creek High School

Follow the steps below to request a virtual course. TCHS prefers St. Johns Virtual School when available. You must have approval from your counselor. You may not register for a course that is on your schedule at TCHS.

1. Go to **www.flvs.net**.
2. Click **Enroll** → **FLVS Flex K-12** → **Enroll in 6-12**.
3. Select **St. Johns County**.
4. Select **Public School Student**.
5. Select the course you want to take and choose **Add to Backpack**.
6. Request another course if needed, or select **Continue**.
7. Create your account and write down your login information:
Username: _____ Password: _____
8. Select the appropriate **Course Segment** (Semester 1 and/or Semester 2).
9. Select your preferred **start date**.
10. Select **Virtual School Franchise**, then choose St. Johns Virtual School or FLVS. TCHS prefers St. Johns Virtual School when available.
11. Select why/where you are taking the course.
12. Notify your **TCHS School Counselor through Schoology** after completing registration so the course can be reviewed and approved.
13. Log in to your account regularly to see when you have been placed with a teacher, then follow the instructions to begin the course.
14. A parent/guardian may create an account to monitor progress at **vsflvs.net** by selecting "Signup for Parent/Guardian Account."

TCHS SCHOOL COUNSELORS

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Complete registration as early as possible and check your virtual school account regularly for placement updates.