

## How To Enroll At VLACS

At VLACS, our goal is to get you learning as quickly as possible. Once you've reviewed our [Learning Catalog](#) and identified the offerings you are most interested in, it's time to begin enrollment! To get started, follow our simple three-step enrollment process.

### Step 1: Create an Account

- **New VLACS student?** Start by creating a [new student account](#).
- **Already have a Student Account?** Login to your [existing account](#).

### Sign in to VLACS

You are logging into: <https://go.vlacs.org/idp/salesforce>

Username  Password  Sign in

Forgot your Username and/or Password? Having login trouble? [Contact us](#).

Create a new account ▾
Need info? ▾

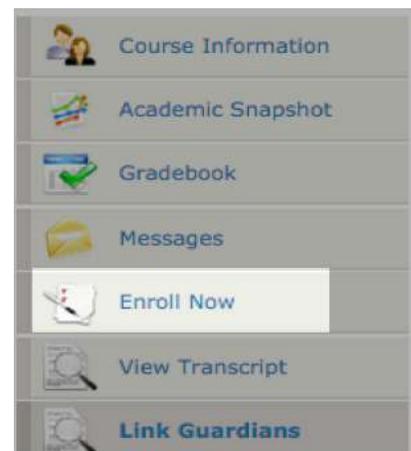
Register a New Student

New Parent/Guardian for *New* Student

New Parent/Guardian for *Current* Student

### Step 2: Request Competencies

Once you've signed into your [student account](#), click on the Enroll Now link in the left-hand column as shown in the image to the right.



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Choose either Middle School, High School, Advanced/Honors/AP, Teams, or College:

The screenshot shows the VLACS dashboard. At the top left is the Virtual Learning Academy logo. A blue sidebar on the left contains navigation links: Dashboard, Middle School, High School, Advanced/Honors/AP, College, LMS, and Student Information System. The main content area has a dark blue header with the text "Welcome to VLACS, [blurred name]!". Below this is a paragraph explaining the portal's purpose for enrolling in competency groups. A link for technical help is provided. The main area features five large, light gray boxes with icons and text: Middle School, High School, Advanced/Honors/AP, College, LMS, and Student Information System, each with a brief description of its function.

Click on a subject and then find the competency group you're interested in. Competency groups are grouped by course names to make it easier to find your competencies:

The screenshot shows the VLACS interface for selecting a competency group. The left sidebar is expanded to show "High School" > "English" > "English 1". The main content area has a breadcrumb trail "High School > English > English 1" and the heading "English 1". A note states that all competencies must be completed for credit. Below this are two segments of competencies, each with a checkbox and a help icon: Segment 1 includes Writing Arguments, Speaking, Reading Literature, Listening, and Narrative Writing; Segment 2 includes Research Using Technology, Reading Informational Texts, and Explanatory Writing. An "Add to Backpack" button is located at the bottom of the list.

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Select the desired competencies and add them to your Backpack. If you want all of the competencies in a .5 credit segment, select the appropriate segment or both segments for a full credit:

The screenshot shows the Virtual Learning Academy dashboard. On the left is a navigation menu with 'High School' expanded to show 'English 1'. The main content area is titled 'High School > English > English 1' and 'English 1'. Below this, a note states: 'To receive credit for this competency group, all competencies listed must be completed. Select the checkbox next to desired segment to select all competencies within.' There are two segments: Segment 1 (Writing Arguments, Speaking, Reading Literature, Listening, Narrative Writing) and Segment 2 (Research Using Technology, Reading Informational Texts, Explanatory Writing). An 'Add to Backpack' button is visible at the bottom.

Choose your learning path for the competencies selected and then submit your request when you are finished. When a competency is requested, an email prompt will be sent to the parent/guardian to approve student competency selection(s).

The screenshot shows the 'My Backpack' interface. It displays a table of selected competencies for 'High School' with columns for 'Start Date', 'Learning Path', and 'Remove'. The table lists 'English 1' with a start date of 10/08/2015 and three learning path options: Course, Project, and Experience. Below this, 'Segment 1' is expanded to show individual competencies: Listening (Course), Narrative Writing (Course), Reading Literature (Project), Speaking (Experience), and Writing Arguments (Project). At the bottom, there is a policy agreement checkbox, a '+ Add More Competencies' button, and 'Save Changes' and 'Submit Request' buttons.

	Start Date	Learning Path	Remove
English 1	10/08/2015	<input type="radio"/> Course <input type="radio"/> Project <input type="radio"/> Experience	
<b>Segment 1</b>			
Listening		<input checked="" type="radio"/> Course <input type="radio"/> Project <input type="radio"/> Experience	
Narrative Writing		<input checked="" type="radio"/> Course <input type="radio"/> Project <input type="radio"/> Experience	
Reading Literature		<input type="radio"/> Course <input checked="" type="radio"/> Project <input type="radio"/> Experience	
Speaking		<input type="radio"/> Course <input type="radio"/> Project <input checked="" type="radio"/> Experience	
Writing Arguments		<input type="radio"/> Course <input checked="" type="radio"/> Project <input type="radio"/> Experience	

It is important that all students and parents read our policies. Please click on this link and read each policy.  
 I have read and agree with VLACS Policies

+ Add More Competencies      Save Changes      Submit Request

### Step 3: Approval!

- Once the parent/guardian approves the competencies, you will be officially assigned to your learning path(s).
- You will receive a welcome email from an instructor within five days, given that space is available.
- An instructor will schedule a welcome phone call with parents/guardians and students.
- Once your welcome call is completed... You are officially enrolled—**Congratulations!**

**Important note:** If you are interested in registering as a *full-time* VLACS student, in addition to the steps above, you will also need to complete VLACS' full-time student application. [Please visit our full-time student admissions page for more details.](#)

### Have a question? Contact Us:

General Info: [info@vlacs.org](mailto:info@vlacs.org)  
Guidance: [guidance@vlacs.org](mailto:guidance@vlacs.org)  
Tech Support: [helpdesk@vlacs.org](mailto:helpdesk@vlacs.org)

[www.vlacs.org](http://www.vlacs.org)

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