

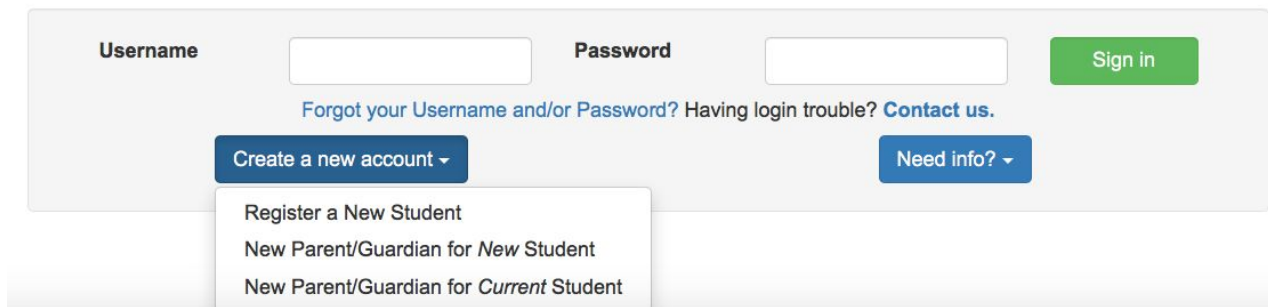
How to Enroll at VLACS

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



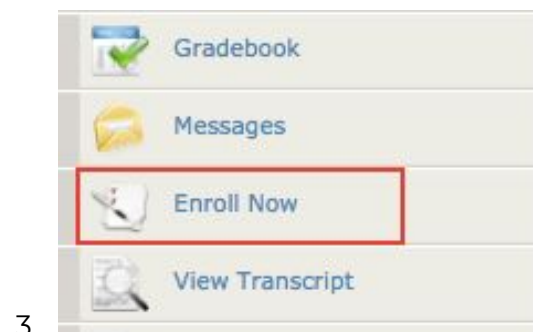
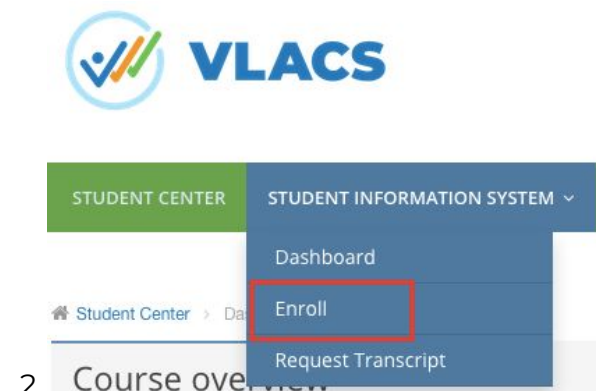
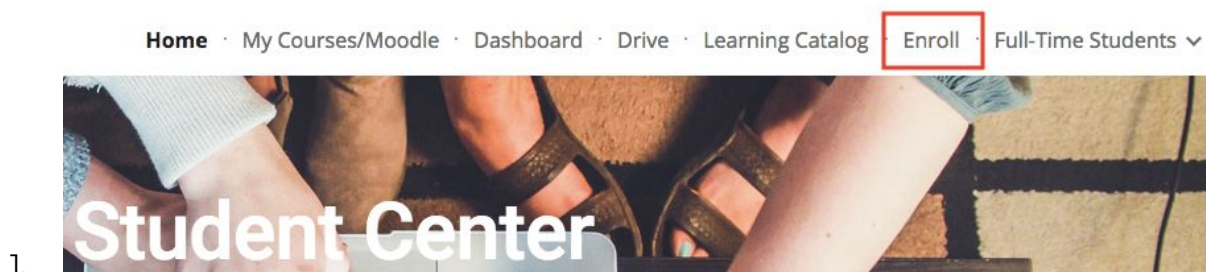
Username Password

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

Register a New Student
New Parent/Guardian for *New Student*
New Parent/Guardian for *Current Student*

Step 2: Request Competencies/Courses

Competencies/Courses can only be requested through the student's account. Once you have signed into your [student account](#), click on the Enroll option from the one of the pages that you land on:



Choose either Kindergarten through Eighth Grade, High School, Advanced/Honors/AP or College:

The screenshot shows the VLACS dashboard. At the top left is the VLACS logo. Below it is a navigation menu with the following items: Dashboard, Kindergarten Through Eight, High School, Advanced/Honors/AP, College, LMS, Student Information System, and Learning Path Information. On the right side, there is a dark blue header with a 'Backpack' icon and the text '0 Backpack'. Below the header, a welcome message reads: 'Welcome to VLACS, STUDENT NAME !'. The message continues: 'This is our new portal for enrolling in competency groups and individual competencies. Choose your competencies from the navigation on the left, add to your backpack, set a start date and submit. Once submitted, you can click on Student Information System to see the status of your enrollment. Remember that your enrollment cannot be processed until your guardian approves your requests.' Below this, it says: 'If you have any questions, contact your instructor or our technical help desk'. There are four large cards below the message, each representing a subject area: 'Kindergarten Through Eighth Grade', 'High School', 'Advanced/Honors/AP', and 'College'. Each card has an icon and a brief description of the options available.

Click on a subject and then find the course/competency group you are interested in:

The screenshot shows the VLACS dashboard with the navigation menu expanded to 'High School > English > English 1'. The breadcrumb trail is 'High School > English > English 1'. The main heading is 'English 1'. Below the heading, there is a message: '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.' Below this message, there are two sections of checkboxes. The first section is 'English 1 - Segment 1 (Credit: 0.50)' and includes: 'Listening (English 1)', 'Reading Literature (English 1)', 'Narrative Writing (English 1)', and 'Writing Arguments (English 1)'. The second section is 'English 1 - Segment 2 (Credit: 0.50)' and includes: 'Explanatory Writing (English 1)', 'Reading Information Text (English 1)', 'Speaking (English 1)', and 'Research (English 1)'. At the bottom left, there is a blue button labeled 'Add to Backpack'.

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:

VLACS

Dashboard

Kindergarten Through Eight

High School

Advisory

Art / Visual Arts

Business

Career

Computer Science

English

Creative Writing

Creative Writing Experience

English 1

English 1 Experience

English 2

English 2 Experience

English 3

English 3 Experience

High School > English > English 1

English 1

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.

English 1 - Segment 1 (Credit: 0.50)

- Listening (English 1) ⓘ
- Reading Literature (English 1) ⓘ
- Narrative Writing (English 1) ⓘ
- Writing Arguments (English 1) ⓘ

English 1 - Segment 2 (Credit: 0.50)

- Explanatory Writing (English 1) ⓘ
- Reading Information Text (English 1) ⓘ
- Speaking (English 1) ⓘ
- Research (English 1) ⓘ

[Add to Backpack](#)

Choose your learning path for the competencies selected and then submit your request when you are finished. For more information about the different pathways, visit the [Curriculum](#) page of our website.

My Backpack

High School

| | Start Date ⓘ | Learning Path ⓘ | Remove |
|--------------------------------------|--------------|---|--------|
| English 1 | 09/08/2020 | <input type="radio"/> Course <input type="radio"/> Project | ⊗ |
| Segment 1 | | | ⊗ |
| Listening (English 1) | | <input checked="" type="radio"/> Course <input type="radio"/> Project | ⊗ |
| Narrative Writing (English 1) | | <input checked="" type="radio"/> Course <input type="radio"/> Project | ⊗ |
| Reading Literature (English 1) | | <input checked="" type="radio"/> Course <input type="radio"/> Project | ⊗ |
| Writing Arguments (English 1) | | <input checked="" type="radio"/> Course <input type="radio"/> Project | ⊗ |
| Segment 2 | | | ⊗ |
| Reading Information Text (English 1) | | <input type="radio"/> Course <input checked="" type="radio"/> Project | ⊗ |
| Research (English 1) | | <input type="radio"/> Course <input checked="" type="radio"/> Project | ⊗ |

Want to know more about learning pathways?

Read our [informational page](#) to learn about courses, projects, and experiences. It is important that all students and parents read our policies.

Please open and read each item on our [policy page](#).

To become a full-time VLACS student requires application & acceptance. See our full-time student [admissions page](#) for more information.

I have read and agree with VLACS Policies

+ Add More Competencies

Save Changes

Submit Request

Step 3: Approval!

Soon after the competencies are requested through the student's account, an email prompt will be sent to the parent/guardian to approve student course/competency selection(s). The email does not come right away, but you will receive it within 24 hours.

When you login to your parent/guardian account, you will see 1 of 4 pages. No matter which page you start on, you will need to continue to the last page to approve the course(s)....

1. **Approve Guardians Page** -- This page will have the guardians listed and you need to click the 'Approve Guardians' button.
2. **Edit Account Page** -- This page will require you to update your password and click save. Then click on "Dashboard" on the left side on the screen.
3. **Student Information Page** -- Verify that all of the information is correct by clicking on the Save button at the bottom of the page. Then click on "Dashboard" on the left side of the screen.
4. **Dashboard Page** -- There should be a welcome message in the middle of the page. Below this message is a light yellow box with the course(s) to approve.

What's next?...

- Soon after the parent/guardian approves the courses/competencies, the student will be assigned to an instructor if space is available. You can check the [Learning Catalog](#) to see if a course is marked as Open or Waitlist
- After being assigned, you will receive a Welcome Email from the instructor, usually within 5 days of being assigned. .
- Within the Welcome Email, is a link to the instructor's appointment calendar for you to sign up for a Welcome Call/Meeting. Students & Parents/Guardians are required to participate in the Welcome Call/Meeting with the instructor.
- Once your welcome call is completed... You are officially enrolled and can start working!

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 admissions process and application. Please visit our [Full-Time Student Admissions](#) page for more information.

Have a question? Contact Us:

General Information: info@vlacs.org

School Counseling: schoolcounseling@vlacs.org

Tech Support: helpdesk@vlacs.org

Phone: 603.778.2500

www.vlacs.org