

Enrollment Instructions

Part Two: How to Approve a Course



Step 1: Within 24 hours of submitting the course request, an email will be sent to guardian(s) about approving their student's course. Once you get this message, login to your guardian account. When you login to your 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 list the guardians associated with the account. Verify the information and select "Approve These Guardians."

The following guardians are listed on this student's account. Please make any necessary modifications to this list, and then click the 'Approve these guardians' button to continue.

Remove	Firstname	LastName	UserIndex
			200039

Approve these guardians

2. Edit Account Page -- This page will require you to update your password. Click save, then select the "Dashboard" button on the left of your screen.



EDIT ACCOUNT

Here you can see and edit your account info. You are required to review and approve this information once every 90 days. updates found]

Last Name*	<input type="text"/>
First Name*	<input type="text"/>
Email Address*	<input type="text"/>
Phone*	<input type="text"/>
Current Password*	<input type="password"/>
New Password*	<input type="password"/>
Confirm Password*	<input type="password"/>

Save

3. Student Information Page -- Verify that all of the information is correct by clicking "Save" at the bottom of the page. Then select the "Dashboard" button 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.



DASHBOARD



Dear Parent or Guardian,

If this is your first experience with VLACS, welcome! If your child is continuing at VLACS, welcome back!

We are glad your son or daughter has requested one or more courses at VLACS. Your next steps are to (1) review our policies and (2) approve each course request.

VLACS has several important policies in place to ensure the quality of your child's education in our school. You must read and accept these policies in order to proceed. [Click here to read the VLACS policies.](#) and click the checkbox below to indicate your agreement with the VLACS policies. Once you have checked the box, please scroll down and approve each course request.

Once you approve each course request, we will assign an instructor to your child as soon as space is available. Your instructor will then contact you and your child via email to schedule a Welcome Phone Call with both you and your child.

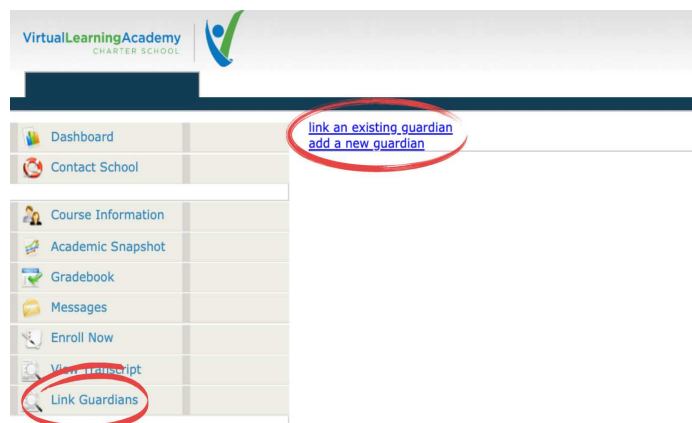
You do not need to contact us after approving a course request, but if you have any questions please feel free to give us a call (603-778-2500) or send us an email (info@vlacs.org).

Welcome (back) to VLACS, and we look forward to working with you!

Regards,

The Virtual Learning Academy

Please note, if you do not receive an email with guardian account login information, or you need to add additional guardians to your student's account, select "link guardian" from your navigation menu and fill out the requested information. Shortly after, you will receive an email with login credentials.



Step 2: Access your account dashboard and find the course you are approving. Answer the prompted questions and click approve.

I have read and understand the [VLACS Policies](#).

I consent and understand that VLACS will be sending my child's student information via the email address I provide to VLACS during the course enrollment process. I also acknowledge that VLACS cannot guarantee, and is not responsible for, the privacy of any information that I request via e-mail.

Please review and approve each course request below so we can assign instructor(s) for the requested course(s).

Requested Course	StartDate	Is enrollment in this course related to concerns about the pandemic? Examples include, but are not limited to: concern for the safety of your child(ren); or, concern for your safety or that of your family members.
Foundations of Programming	11/20/2020	Select...

Approve **Deny**

Step 3: You have enrolled at VLACS! Please wait to be assigned an instructor. **Congratulations!!**

The time it takes for students to be assigned will vary based on the volume of enrollments we are processing at that time. As soon as you are assigned, you will receive a welcome email introducing you to your instructor. From there, you will be able to meet with your instructor and start learning!

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

Address:

PO Box 1050
Exeter, NH 03833

Tech Support:

helpdesk@vlacs.org

Phone:

603.778.2500

Website:

www.vlacs.org

