Enrollment Instructions
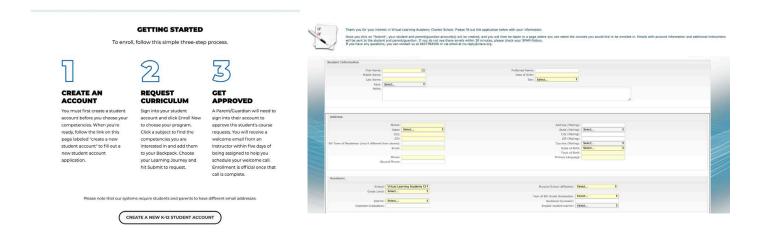## Part One: How to Enroll in a Course

Step 1: Browse our learning catalog to find the course that you would like to take. We offer elementary, middle, and high school courses in various subjects that you can find using our convenient filters. Upon choosing your course, please check that the course is open for enrollment and that you have all of the course's required materials or prerequisites.

Step 2: Once you have selected your course, it's time to sign up. Select the blue enroll button found in the navigation bar on our homepage or any course description page.

Step 3: After selecting the "enroll now" button, you will be directed to our enrollment page, where you will be asked to create an account. Fill out, and submit the requested information. Shortly after, check your inbox for an email with your new secure username and password.
If you already have an account, skip this step and login to your existing account.
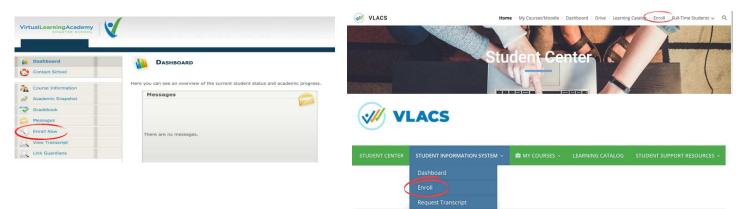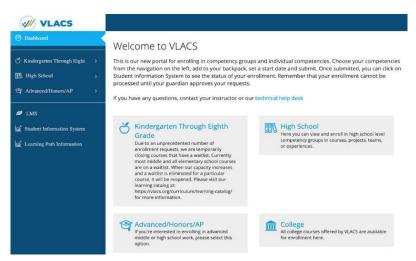
Please note that VLACS will create separate accounts for the student and each guardian. You can only request a course through the student's account.
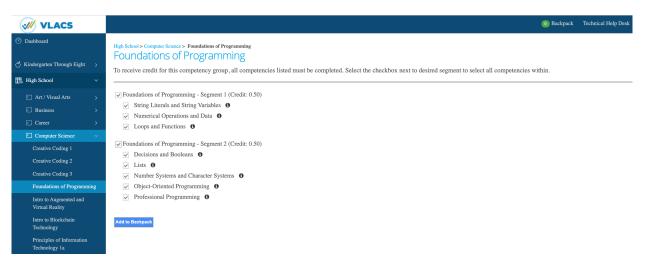
Step 4: Enter your login credentials for your student account, which will take you to any of the following dashboards. Select the enroll button from your navigation menu.

You will then be prompted to a page that looks like this:

Step 5: Choose the program that fits your needs. Then, click on your subject and find the course you are enrolling in. You will also be asked to choose your competencies. If you plan on taking a half-credit course, choose each competency from the segment. If you plan to take a full-credit course, choose the competencies from segments one and two, and add them to your backpack.

Step 6: Go to your backpack and submit your request. Students have the option to learn through courses, projects, or experiences. You can find out more about these learning options by visiting our website. If you plan on learning through projects, select the projects learning path. If you plan on learning through experiences, please enroll in an experiences course, such as, "English 1 Experiences."

After submitting your request, guardians will receive an email from VLACS about approving their course. A student is not officially enrolled until their course is guardian approved. Please allow up to 24 hours to receive this email.

Thank you for submitting your selections!

Your requests have been received by VLACS.
Your parent or guardian will need to approve your enrollment before it can be finalized.

Questions? Call 603.778.2500 or Email info@vlacs.org

Return to Dashboard   Review My Requests   Go to Moodle

Next you will need to approve your courses. If you need a tutorial on how to approve your courses, view part two of our enrollment instructions.

Have a question? Contact Us!

General Information:
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