



# Enroll

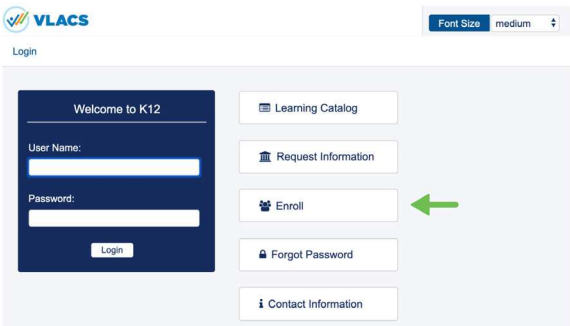
## Step 1: Select Enroll Now

Welcome to VLACS! To enroll in a new course, select the “Enroll” button on our website: <https://vlacs.org/enrollment/enroll> to get started.



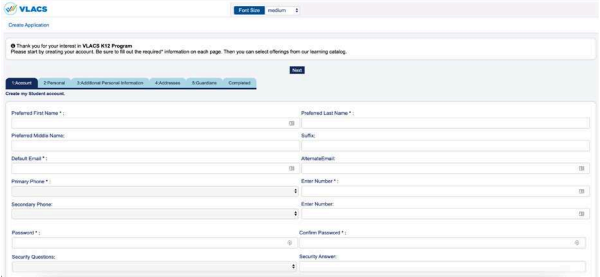
## Step 2: Create a Student Account

After you select “Enroll,” you will be redirected to Maestro, our Student Information System. Select the “Enroll” button on this page and create a new student account. If you are a parent enrolling for your child, please start by creating an account for them.



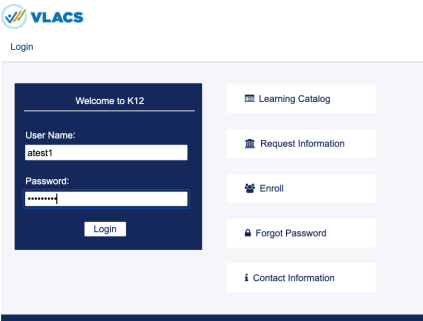
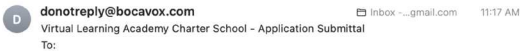
## Step 3: Complete Your Profile

Answer the prompted questions to complete your profile. Be sure to add up-to-date guardian information, because they will need to create an account too!



## Step 4: Activate Your Account and Log In

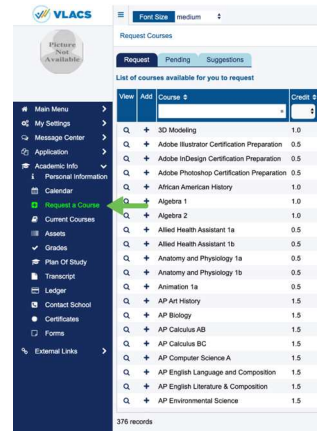
After you submit your information, you will receive an email to activate your new account. Click on the link and log in.



Thank you for creating an account with Virtual Learning Academy Charter School. The next step is to click on the activation link that will be sent to you. If you have any questions please feel free to contact us at [information@vlacs.org](mailto:information@vlacs.org).

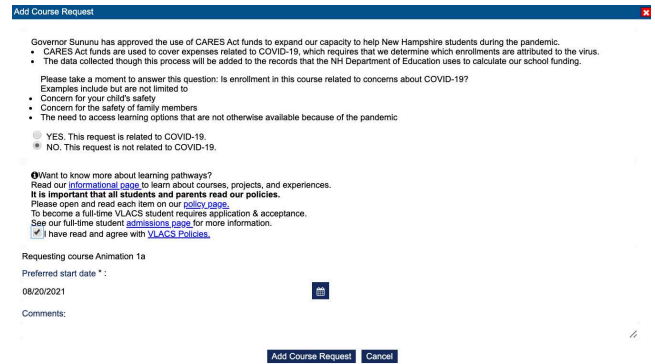
## Step 5: Choose Your Course(s)

After you log in, you will arrive at your account dashboard. In your dashboard menu, select “Academic Info,” and “Request a Course.” Choose your course(s) and add it to your course requests by clicking on the + button next to it.



## Step 6: Submit Your Request

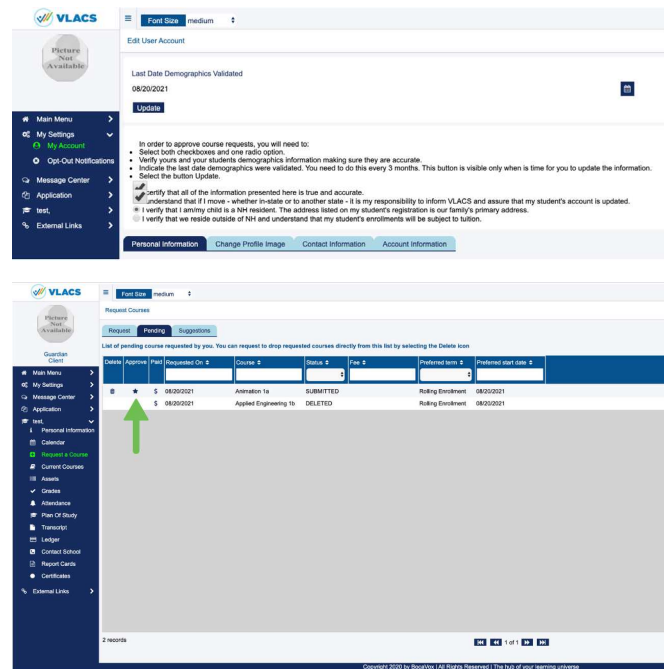
Answer the prompted questions, then select “Add Course Request.”



## Step 7: Guardian Approve Courses

Once your course request(s) are submitted, they will need to be guardian approved. Just like students, guardians will receive an email to activate their guardian account. Click this link, log in, and locate the menu on your dashboard. Go to “My Settings” and select “My Account.” Verify that all of the information is accurate, then select “Save.”

After completing this step, courses can be approved by selecting your child’s name in your menu, and clicking “Request a Course.” Here, you’ll find all of your child’s pending course requests. To approve, select the star icon.



**Congratulations!** You are officially enrolled. Please wait to be assigned an instructor. 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.