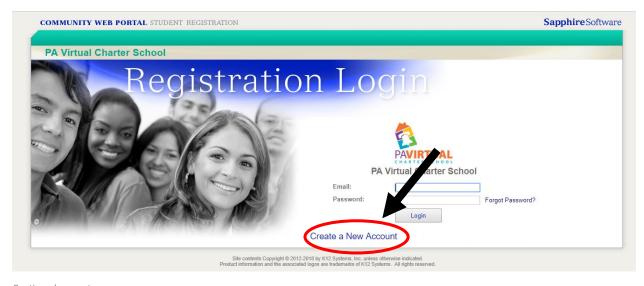
## **Completing the Registration Form**

1. Click the green button in the email you received.



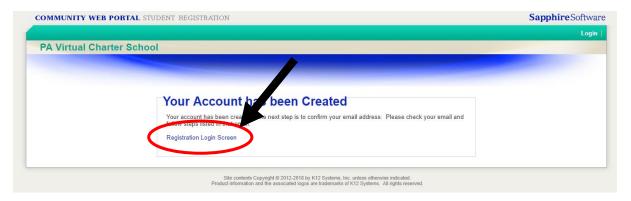
2. You'll see this page. If this is your first time logging in to the system, you'll need to create a new account. Click "Create a New Account." If you have already created an account, skip to step 5.



3. Complete the information and click "Next."



4. You'll see this screen notifying you that your account has been created. You don't need to verify your email right now to move forward; just click "Registration Login Screen" to log in to the system and begin your registration.

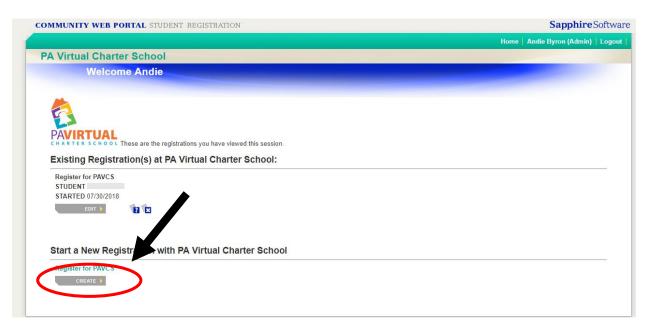


5. Enter the email and password you just used to set up your account to log in to the system. Click "O  $\cdot$ "

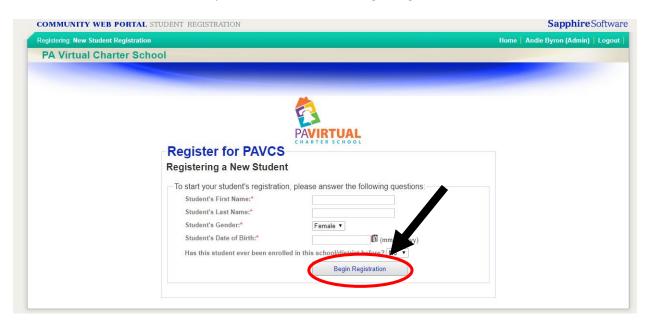


6. To start a new student's registration, click "Create."

If you have already started a registration with us, it will appear here under "Existing Registration(s) at PA Virtual Charter School."



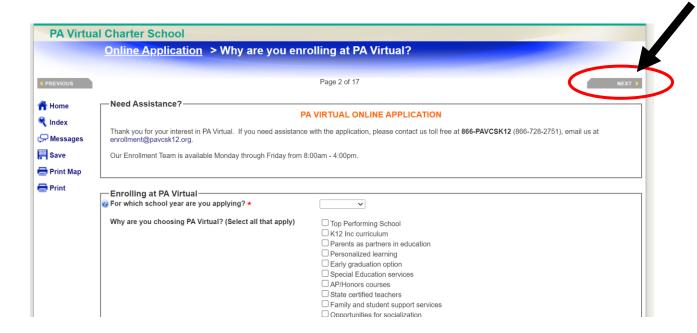
7. Enter the information for your student and click "Begin Registration."



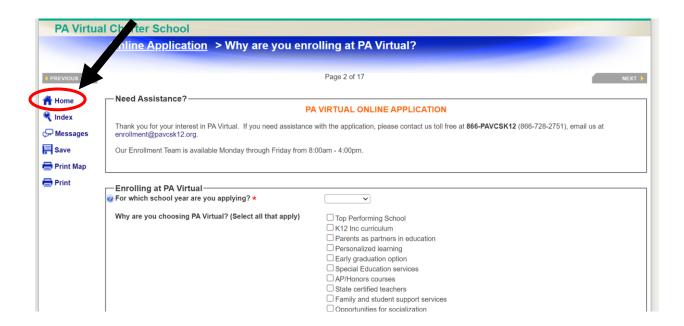
8. You'll see a page that looks similar to this one. You'll need to complete all of the sections of the registration. Begin by clicking page 2, "Why are you enrolling at PA Virtual?"



9. Complete all information on this page and click "Next" to move on to the next page. Continue completing pages until the registration is complete.



10. If you have additional students to enroll, click "Home" to be taken back to the Welcome screen where you can begin your next student's registration (see Step 6).



## Still having trouble?

Call us at 866-728-2751. Press 1 to speak to an Enrollment Team Member.