

## 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

You are logging into: <https://go.vlacs.org/idp/salesforce>

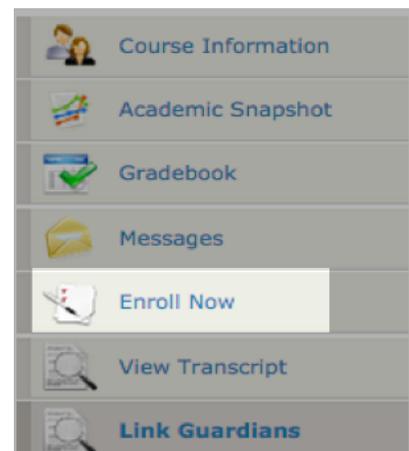
Username  Password

[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

Once you've signed into your [student account](#), click on the Enroll Now link in the left-hand column as shown in the image to the right.



[www.vlacs.org](http://www.vlacs.org)

Choose either Middle School, High School, Advanced/Honors/AP, Teams, or College:

The screenshot shows the VLACS dashboard. On the left is a dark blue sidebar with navigation links: Dashboard, Middle School, High School, Advanced/Honors/AP, College, LMS, and Student Information System. The main content area has a dark blue header with the VLACS logo and a welcome message: "Welcome to VLACS, [blurred name]!". Below the header is a paragraph explaining the portal's purpose for enrolling in competency groups. A link for technical help is provided. The main area contains six light gray boxes, each with an icon and a title: Middle School (apple icon), High School (books icon), Advanced/Honors/AP (graduation cap icon), College (classroom icon), LMS (leaf icon), and Student Information System (chart icon). Each box contains a brief description of the service.

Click on a subject and then find the competency group you're interested in. Competency groups are grouped by course names to make it easier to find your competencies:

The screenshot shows the VLACS interface for selecting a competency group. The sidebar on the left is expanded to show the "High School" category, with "English" selected. Under "English", "English 1" is highlighted. The main content area shows the breadcrumb "High School > English > English 1" and the title "English 1". A note states: "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 are two segments of competencies, each with a checkbox and a list of items: Segment 1 includes Writing Arguments, Speaking, Reading Literature, Listening, and Narrative Writing; Segment 2 includes Research Using Technology, Reading Informational Texts, and Explanatory Writing. An "Add to Backpack" button is located at the bottom of the list.

[www.vlacs.org](http://www.vlacs.org)

PO Box 1050 Exeter, NH 03833 t. 603.778.2500 f. 866.651.5038

*Equal opportunity educational provider and employer*

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:

Virtual Learning Academy  
DASHBOR

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.

Segment 1

- Writing Arguments ⓘ
- Speaking ⓘ
- Reading Literature ⓘ
- Listening ⓘ
- Narrative Writing ⓘ

Segment 2

- Research Using Technology ⓘ
- Reading Informational Texts ⓘ
- Explanatory Writing ⓘ

**Add to Backpack**

Choose your learning path for the competencies selected and then submit your request when you are finished. When a competency is requested, an email prompt will be sent to the parent/guardian to approve student competency selection(s).

Virtual Learning Academy  
My Backpack

High School

	Start Date	Learning Path ⓘ	Remove
English 1	10/08/2015	<input type="radio"/> Course <input type="radio"/> Project <input type="radio"/> Experience	✕
<b>Segment 1</b>			✕
Listening		<input checked="" type="radio"/> Course <input type="radio"/> Project <input type="radio"/> Experience	✕
Narrative Writing		<input checked="" type="radio"/> Course <input type="radio"/> Project <input type="radio"/> Experience	✕
Reading Literature		<input type="radio"/> Course <input checked="" type="radio"/> Project <input type="radio"/> Experience	✕
Speaking		<input type="radio"/> Course <input type="radio"/> Project <input checked="" type="radio"/> Experience	✕
Writing Arguments		<input type="radio"/> Course <input checked="" type="radio"/> Project <input type="radio"/> Experience	✕

It is important that all students and parents read our policies. Please click on this link and read each policy.  
 I have read and agree with VLACS Policies

**+ Add More Competencies**      **Save Changes**      **Submit Request**

[www.vlacs.org](http://www.vlacs.org)

PO Box 1050 Exeter, NH 03833 t. 603.778.2500 f. 866.651.5038

Equal opportunity educational provider and employer

### Step 3: Approval!

- Once the parent/guardian approves the competencies, you will be officially assigned to your learning path(s).
- You will receive a welcome email from an instructor within five days, given that space is available.
- An instructor will schedule a welcome phone call with parents/guardians and students.
- Once your welcome call is completed... You are officially enrolled—**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 student application. [Please visit our full-time student admissions page for more details.](#)

### Have a question? Contact Us:

General Info: [info@vlacs.org](mailto:info@vlacs.org)  
Guidance: [guidance@vlacs.org](mailto:guidance@vlacs.org)  
Tech Support: [helpdesk@vlacs.org](mailto:helpdesk@vlacs.org)

[www.vlacs.org](http://www.vlacs.org)

---

PO Box 1050 Exeter, NH 03833 t. 603.778.2500 f. 866.651.5038

*Equal opportunity educational provider and employer*