

OKALOOSA ONLINE *NEW STUDENT* REGISTRATION PROCEDURES

You must have basic computer literacy skills to take an online course!

Please check the registration dates at Okaloosa On-line before beginning registration.

1. Go to <http://www.okaloosaonline.com>
2. Click on the word 'Registration' on the blue navigation bar on the left side of the screen. (Click 'ok' / Click 'yes')
3. You will come to the Okaloosa On-line Virtual School Administrator Application Login screen. Click on the 'New Student' button in the Login box.
4. Your first screen to complete is the Student Profile. Fill in all yellow boxes, as well as the Physical School Information at the bottom of the page. For your graduation date, please put 06/01 for the month and day. Please type out your address correctly since mail will be sent to the address exactly as you type it.
5. When you are through filling out the Student Profile page, click the blue 'Save' button at the bottom of the screen. The screen will refresh and prompt you to pick our district (Okaloosa) from a drop-down menu. After doing so, you will then choose your school from a drop-down menu. Home-schooled students should choose 'Home-Schooled Okaloosa.' If you have forgotten any information, the page will reappear and there will be a prompt in red at the top of the page. Follow the prompt's directions, and click the blue 'Save' button again.
6. A screen will appear with your Username and Password. Either print this page or copy down this information now. After you have your Username and Password secured, click on the blue 'Continue' button.
7. Read the Right to Privacy statement. If you agree with this, click on the blue 'Continue' button.
8. Read the Okaloosa Online Academic Integrity Statement. (Print this if you want a copy of it.) Click either the blue 'I Agree' or 'I Disagree' button. If you click the 'I Agree' button, the page will refresh and you will need to click the blue 'Continue' button.
9. You must add at least one guardian's information. Click on the blue 'Add New' button at the top of the page.
10. Fill in all of the spaces that you possibly can. The yellow lines are required to be filled in order to continue to the next page. Click the blue 'Save' button.
11. The guardian page will refresh. If you want to add another guardian, click the blue 'Add New' button. If you are ready to move on, click the blue 'Continue' button.
12. Read the Student Code of Conduct/Acceptable Use Policy (AUP). (Print this if you want a copy of it.) Click on either the blue 'I Agree' or 'I Disagree' button. If you click the 'I Agree' button, the page will refresh and you will need to click the blue 'Continue' button.
13. Read the Student Contact and Drop Policy. (Print this if you want a copy of it.) Please make sure that you understand this policy completely before clicking on either the blue 'I Agree' or 'I Disagree' button. If you click the 'I Agree' button, the page will refresh and you will need to click the blue 'Continue' button.
14. You will need to complete your Academic Profile. Please fill in ALL of the lines in the Academic Profile. The Physical School Information should be filled in from your Student Profile page. Check your Projected Graduation Date (in yellow), and click 'Yes' or 'No' on the two questions to the right. Use the drop-down menu to fill in your

- GPA. Click the blue 'Save' button. After the screen refreshes, click the blue 'Continue' button.
15. Now you can Request New Courses. Click the blue 'Continue' button.
 16. On the left side of the screen, in the dark blue box, click 'Request New Courses'. Read through the Important Course Request Information. Click on the blue 'I Have Read and Understand' button.
 17. On the Course Selection Form, click on the blue 'Select First Course' button.
 18. Follow the directions in the blue box labeled 'Course Selection Instructions.'
 19. Read the prerequisites for the course. You must meet any prerequisites before you can take the course. Also read the Important Note at the top of the page.
 20. If you do not want another course, click on the blue 'Finished Selecting Courses' button. If you do want to choose another course, click on the blue 'Select Another Course' button.
 21. When you are through selecting courses, you will complete the Registration Course Survey for each of the courses you have chosen. Click on the blue 'Continue Course Request' button.
 22. You are now on the Course Request Form. This must be approved by both your parent/guardian and your guidance counselor. It is strongly encouraged that your guardian opens an online Guardian Account in order to approve your registration rather than do it on paper. If you want to print at this time, click the blue 'Print Friendly View & Continue Course Request' button. Otherwise, click on the blue 'Continue Course Request' button.
 23. The next page will tell you your Course Request is Complete. It will also give you the Current Reasons for Holding Placement. Click the blue 'Finish' button.
 24. You will see your 'Course Request Status' on this page. As your registration moves through the process, the red 'X' will move down the columns until it becomes a green 'X' in the Active column. Click on the blue 'Logout' button.
 25. Have your parent/guardian click on the 'Apply for Guardian Account' in the dark blue box on the left side of the screen. After the Guardian Account has been set up, the guardian will go to the Course Request Status in his/her account and click on the blue 'Approve Course' or 'Drop Course' button next to the course name.
 26. At this time, you will need to let your guidance counselor know that you and your guardian have completed your part of the registration process and are waiting for the Guidance Approval to complete your online enrollment.
 27. After Guidance Approval has been authorized, your enrollment status will be changed to Awaiting Classroom Availability (yellow 'X'). You will not need to do anything during this stage.

If you should have any questions during enrollment, please contact the Okaloosa Online Program Coordinator, Mr. Jeff Welsh, by email at welshj1@mail.okaloosa.k12.fl.us or by telephone at 833-3533 (M-F 7:30-3:00).

Previous Okaloosa Online students may use these instructions and skip any new student instructions that do not apply to them. They should use the username and password from last year. If you do not remember either of those, email Mr. Welsh and he will email them back to you. Do NOT create a new username and password – this will delay your registration considerably!

