

# \*Virtual Counselor

## How to create a parent account

Follow the steps outlined on the next few slides to create a parent Virtual Counselor account.

This document is intended for parents to help facilitate the parent account activation process.

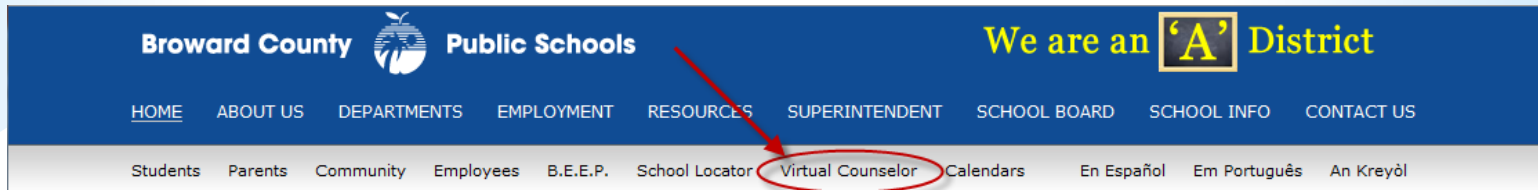


[WWW.BROWARDSCHOOLS.COM](http://WWW.BROWARDSCHOOLS.COM)

# \* Virtual Counselor

How to create a parent account (continued)

- 1) Go to [WWW.BROWARDSCHOOLS.COM](http://WWW.BROWARDSCHOOLS.COM) from your web browser.
- 2) Click on Virtual Counselor:



- 3) Click on "PARENT" button



**IMPORTANT -- THIS APPLICATION IS ONLY SUPPORTED IN FIREFOX OR GOOGLE CHROME ON A PC AND FIREFOX ON THE MAC. PLEASE ONLY USE THESE WEB BROWSERS FOR THIS APPLICATION.**

LOGIN AS:

PARENT

STUDENT

Today's classroom should prepare students for productive participation in the economy of the 21st century. To accomplish this, a 21st century infrastructure designed and maintained utilizing existing, new, and emerging technology to a diverse needs of students, parents, teachers, staff, and administrators.  
- Broward Schools Information Technology Plan



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PARENT LOGIN SCREEN

By signing onto the Broward School's Virtual Counselor System, you agree to abide by Broward County Public School Policy 5306, local, state and federal laws pertaining to the appropriate use of technology. Users who knowingly violate any of the Acceptable Use Provisions or Code of Ethics for Computer Network and Online Telecommunications Users found in Policy 5306 will receive disciplinary action and/or may even be denied future access.

PARENT ID:	<input type="text" value="js"/>
PASSWORD:	<input type="password"/>
<input type="button" value="LOGIN"/>	

**IF YOU DON'T HAVE A PARENT ID OR DON'T REMEMBER IT, THEN [CLICK HERE](#) AND SIGN UP NOW.**

**IF YOU DON'T REMEMBER YOUR PASSWORD, THEN [CLICK HERE](#) TO RESET IT.**

If you have any questions or encounter any problems, please contact your school's Guidance Department. [Click here](#) for a listing of school phone numbers.

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- 4) Click "If you don't have a Parent Id...."  
Then follow instructions.

## \* Virtual Counselor

How to create a parent account (continued)

5) Click Policy 5306 acknowledgement, then click the "Continue" Button

**BROWARD SCHOOLS** POWERED BY THE **Broward County Public Schools** **VIRTUAL COUNSELOR** GO TO DATA WAREHOUSE

**POLICY AGREEMENT**

Please read Broward County Public Schools' [Policy 5306](#) and make a selection below to continue.

I certify that I have read Broward County Public School [Policy 5306](#), and agree to abide by the policies set forth.

I do not agree to the policies set forth.

**CONTINUE**

6) Before clicking on the "Continue" button, it is recommended that you have the information on the next slide available to make the process much easier. We take security very seriously, hence the parent and student data you enter must match exactly as it appears in the student information system for us to activate your account.

**BROWARD SCHOOLS** POWERED BY THE **Broward County Public Schools** **VIRTUAL COUNSELOR** GO TO DATA WAREHOUSE

**Virtual Counselor is available to parents and guardians who are registered as having custody of students in the Broward County Public School System.**


The Virtual Counselor System will ask parents/guardians to provide information about themselves in order to obtain access to the program. In addition, specific information about the student will be needed and can be obtained from the guidance office of the child's home school.

If you experience difficulty in accessing Virtual Counselor, or do not have the required information, you are urged to contact your child's school directly as they are the only one who can verify or correct your information.

**CONTINUE**

# \* Virtual Counselor

7) Enter Parent information, and click the "Continue" button:

	
<b>PARENT USER ID REQUEST FORM</b> If you have any questions or encounter any problems, please contact your school's Guidance Department. <a href="#">Click here</a> for a listing of school phone numbers.	
<b>PLEASE ENTER YOUR INFORMATION</b>	
FIRST NAME:	<input type="text"/>
LAST NAME:	<input type="text"/>
EMAIL:	<input type="text"/>
CONTACT HOME PHONE #:	Area Code <input type="text"/> 3-digit <input type="text"/> 4-digit <input type="text"/>
CONTACT WORK PHONE #:	<input type="text"/> <input type="text"/> <input type="text"/>
<input type="button" value="CONTINUE"/>	

How to create a parent account (continued)

8) Enter Student information and click the "Submit" button:

<b>NOTE: ALL FIELDS ARE REQUIRED AND MUST MATCH YOUR STUDENT'S SCHOOL RECORD FOR VERIFICATION</b> If you have any questions or encounter any problems, please contact your school's Guidance Department. <a href="#">Click here</a> for a listing of school phone numbers.	
<b>PLEASE ENTER STUDENT INFORMATION</b>	
STUDENT NUMBER:	<input type="text"/>
STUDENT FIRST NAME:	<input type="text"/>
STUDENT LAST NAME:	<input type="text"/>
BIRTH DATE: (mm/dd/yyyy)	<input type="text"/>
HOME PHONE #:	Area Code <input type="text"/> 3-digit <input type="text"/> 4-digit <input type="text"/>
HOME ZIP CODE:	<input type="text"/>
CURRENT GRADE LEVEL:	-- Select a Grade Level -- <input type="button" value="v"/>
CURRENT SCHOOL:	----- Select a School ----- <input type="button" value="v"/>
<input type="button" value="SUBMIT"/>	

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How to create a parent account (continued)

9) After Parent and Student information has been matched to the student information system the following screen will appear. Follow instructions on screen, then click the "Submit" button.

**BROWARD SCHOOLS** POWERED BY THE **Broward County Public Schools** **VIRTUAL COUNSELOR** GO TO DATA WAREHOUSE  
DATA WAREHOUSE

**PARENT USER ID REQUEST FORM**

PLEASE SELECT A QUESTION AND ENTER THE ANSWER THAT ONLY YOU WOULD KNOW.  
IF YOU EVER FORGET YOUR PASSWORD, THIS INFORMATION WILL BE REQUIRED TO RESET IT.

PLEASE CREATE A PASSWORD THAT IS AT LEAST 8 CHARACTERS, AND INCLUDES AT LEAST ONE NUMBER.  
MAKE A NOTE OF THE PASSWORD YOU ARE CREATING FOR FUTURE REFERENCE.  
YOU WILL NOT BE ABLE TO RETRIEVE THIS INFORMATION FROM THE VIRTUAL COUNSELOR SYSTEM.

REMINDE QUESTION:	-----Select a Question -----
REMINDE ANSWER:	<input type="text"/>
PASSWORD:	<input type="text"/>
VERIFY PASSWORD:	<input type="text"/>

10) At this point the parent can click the "GO" button to view student's information or add another student

(same information for additional student as in step 8 will be to be entered), or view/change email address.

**BROWARD SCHOOLS** POWERED BY THE **Broward County Public Schools** **VIRTUAL COUNSELOR** LOGOUT  
DATA WAREHOUSE

WELCOME, [username]!

[SELECT AN EXISTING STUDENT BELOW OR CLICK HERE TO ADD ANOTHER STUDENT](#)

[CLICK HERE TO VIEW/CHANGE YOUR EMAIL ADDRESS](#)

<input type="text"/>
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**PARENT EMAIL ADDRESS FORM**

*If the email address is blank or incorrect, please update. Thank you.*

Parent ID:

First Name:

Last Name:

Email Address: