Virtual Counselor

How to create a parent account

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

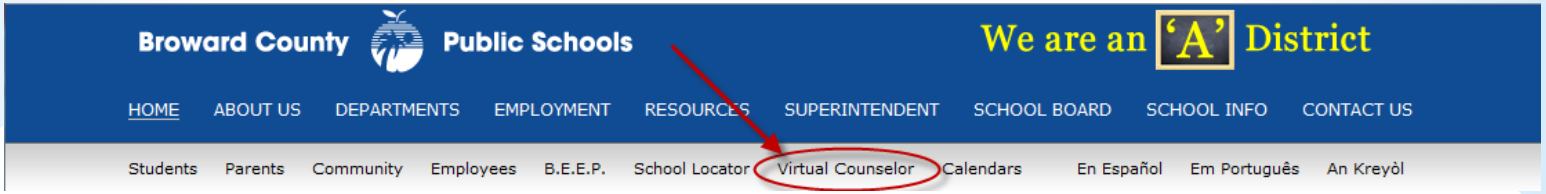
This document is intended for parents to help facilitate the parent account activation process.

WWW.BROWARDSCHOOLS.COM

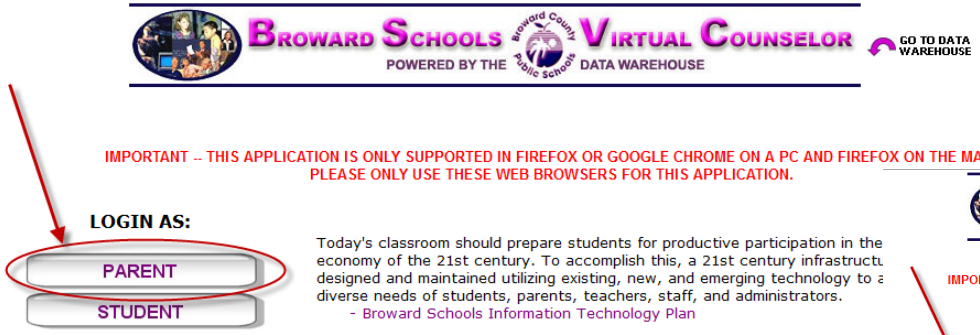
* Virtual Counselor

How to create a parent account (continued)

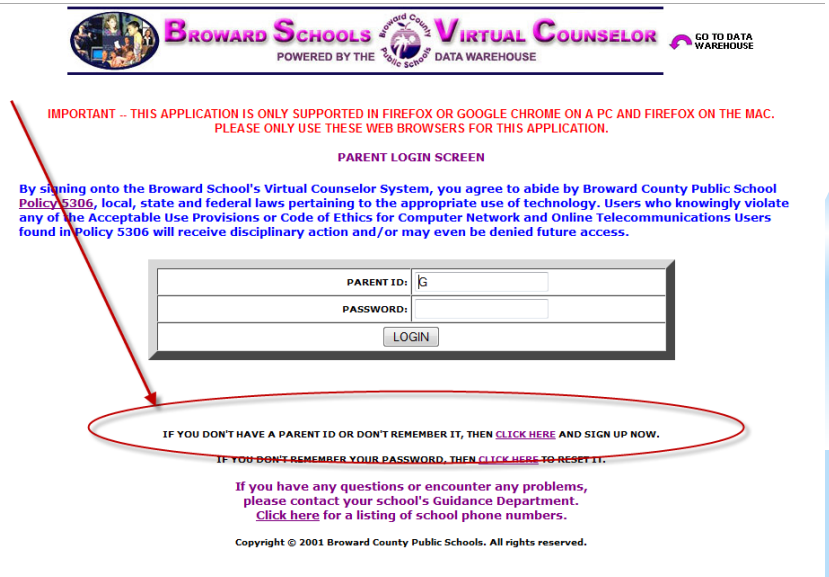
1) Go to WWW.BROWARDSCHOOLS.COM from your web browser.
2) Click on Virtual Counselor:



3) Click on "PARENT" button



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



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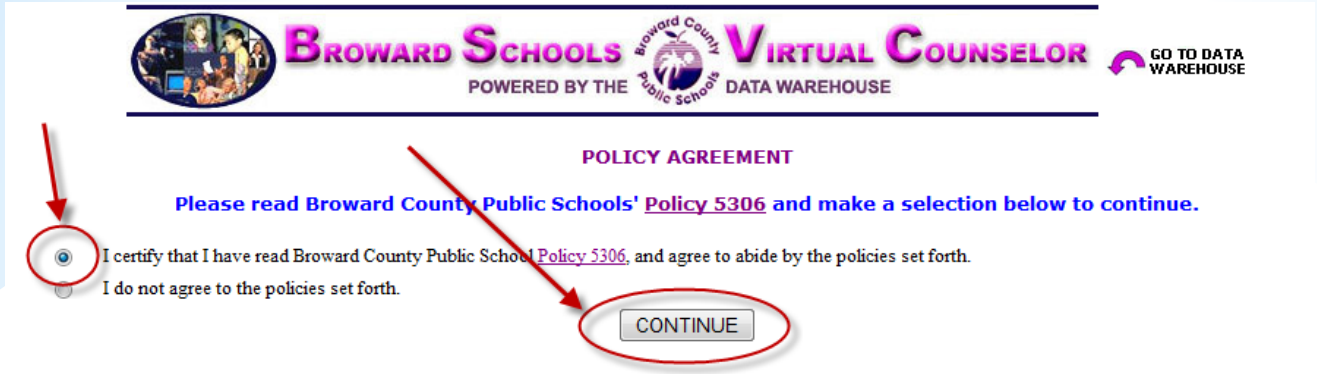
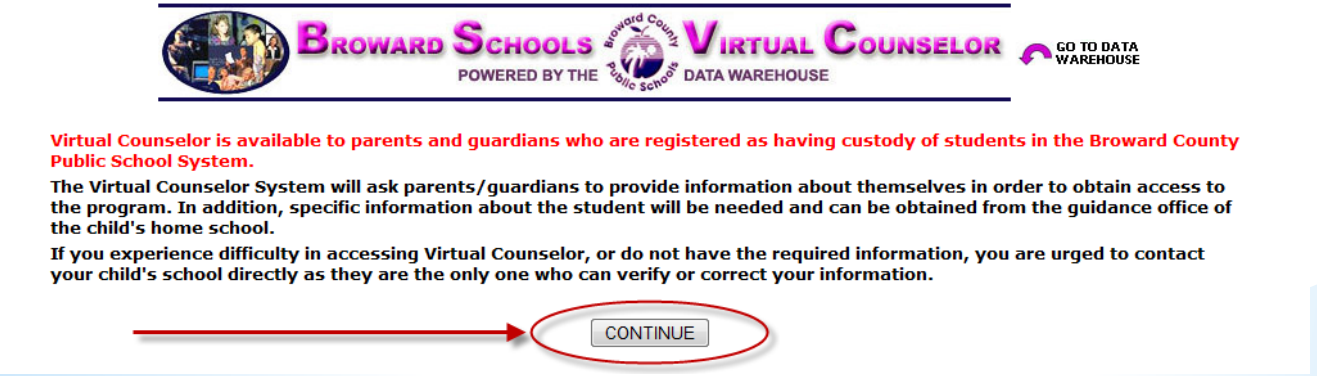
How to create a parent account (continued)

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



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.



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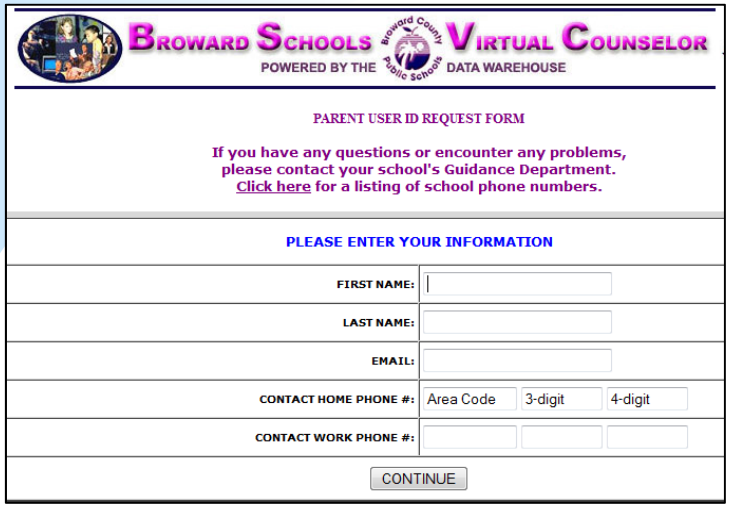
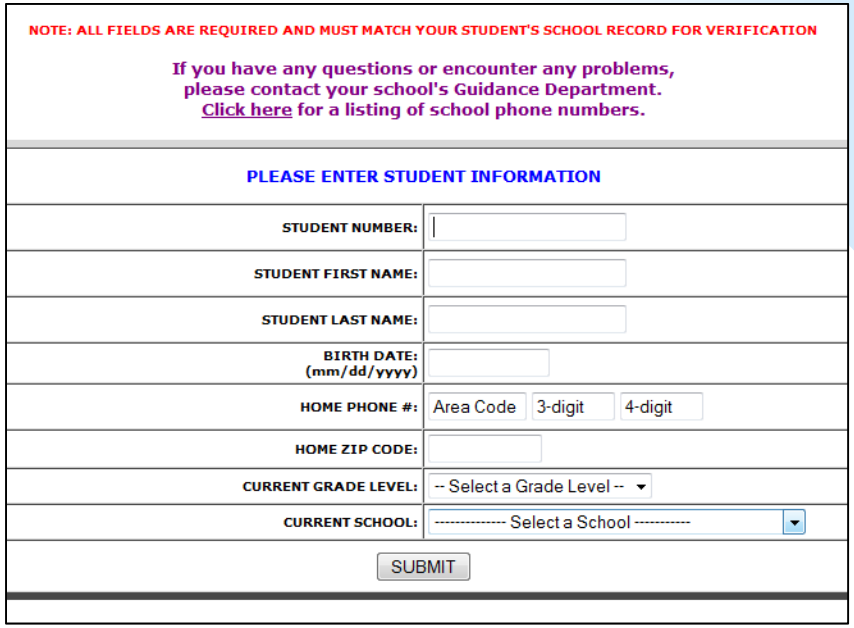
How to create a parent account (continued)

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



8) Enter Student information and click the “Submit” button:



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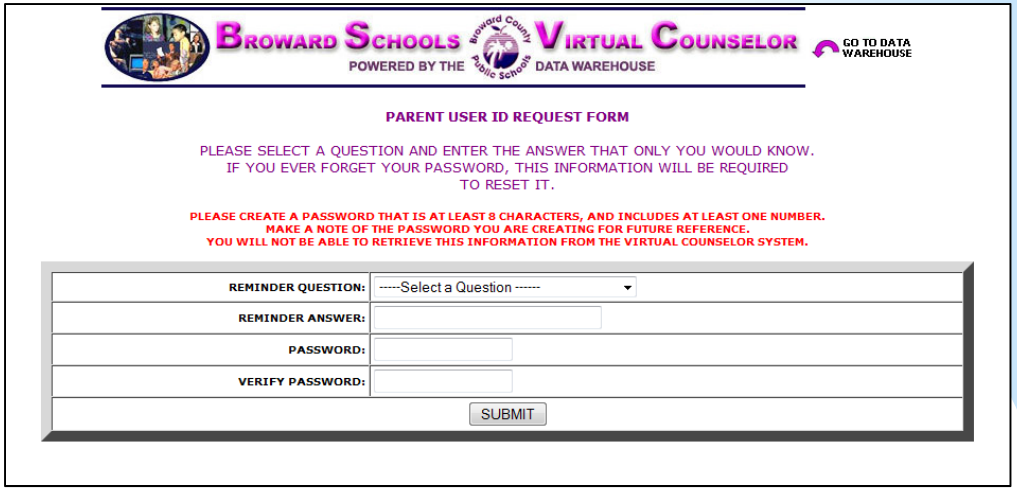
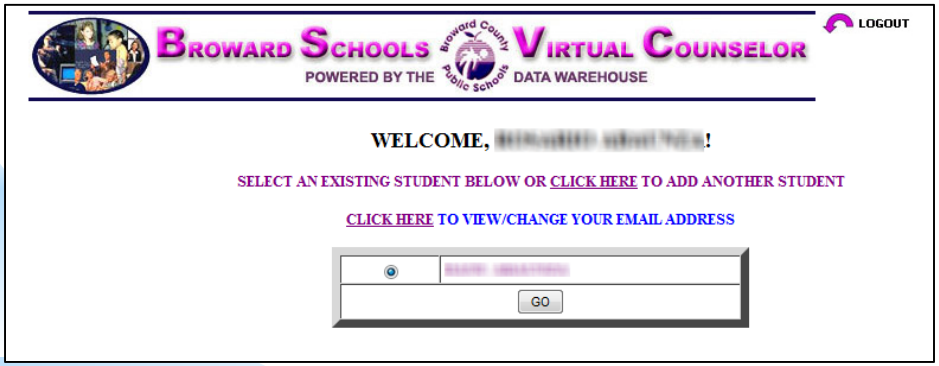
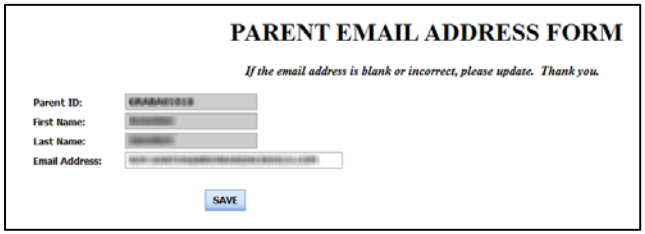
How to create a parent account (continued)

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.



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.