## Creating Parent/Guardian Account for existing students

This walkthrough is for creating a Parent/Guardian account for a currently active student.

**Step 1)** Please navigate to the <a href="https://vsa.flvs.net">https://vsa.flvs.net</a> site. On the upper right corner, please click on the "Sign Up for Parent/Guardian Account" link



**Step 2)** On the **Monitor Your Student** screen, please check **No** if you do not have a Parent/Guardian username and password already, and click Submit



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**Step 3)** On the next page, please provide your students username and password and click on Submit.



This step will check if there is any parent/guardian information already provided in the system and will ask if you would like to use that information or create a new user.