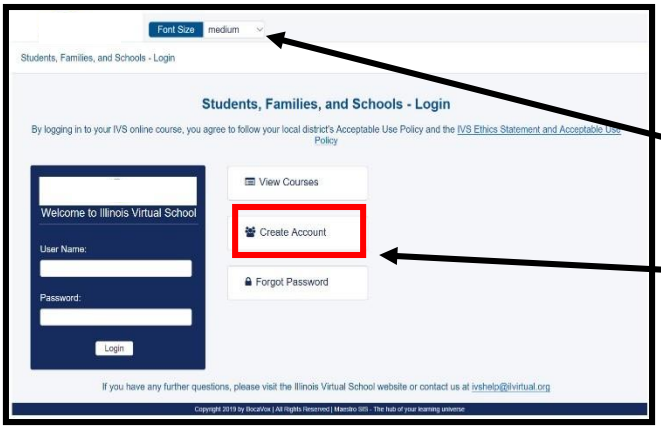
How to…Create an IVSA Student and Guardian Account

The first step in becoming an IVSA student centers on creating an account and completing the application. To do this, follow these steps:

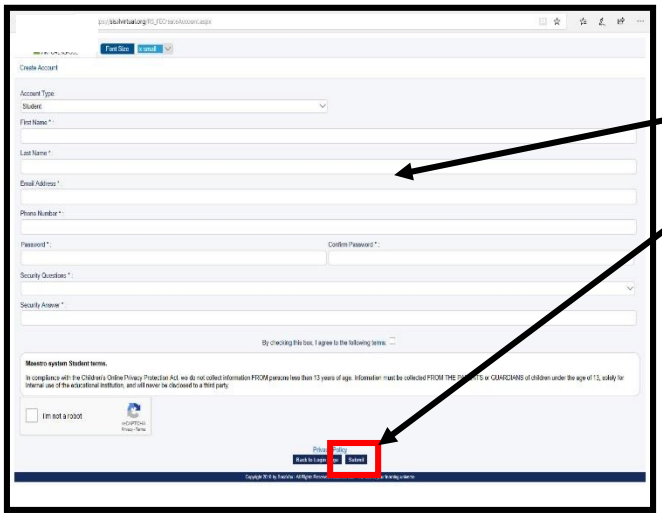
Part One: Create Student Account



Step 1: Type https://ivsa.maestrosis.com/ in your browser to go to the IVSA Student Information System (SIS)

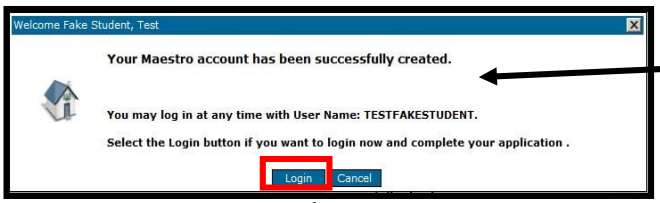
Note: *You can change the font size using the drop down menu available at the top of the screen. Medium is the default font size.*

Step 2: Click the **Create Account** box to the right of the login area.



Step 3: Complete all the required fields, check the box below the fields to agree to the IVSA terms, click the "I'm not a robot", type the CAPTCHA if it appears, and then click the **Submit** button.

Note: *The username is created by the system. The student can create his/her password.*



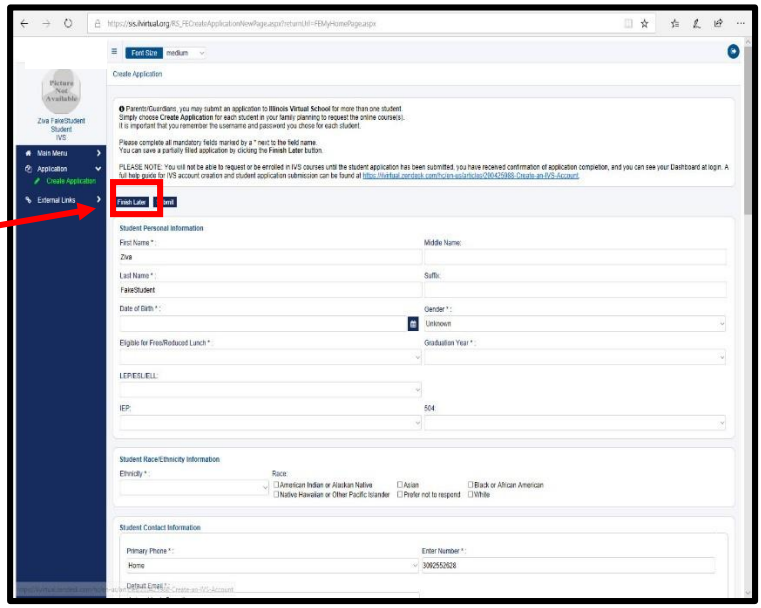
A pop-up window will appear confirming your account creation and provides your username.

You will also receive an email from IVSA containing your new username and password.

Step 4: Click the **Login** button to log into the system and complete Part Two: The Application (see page 2).

Part Two: Complete the Application and Create Guardian Account

Step 1: IVSA recommends that you complete all the fields listed in this application in one sitting. However, you can save a partially filled application by clicking the **Finish Later** button.



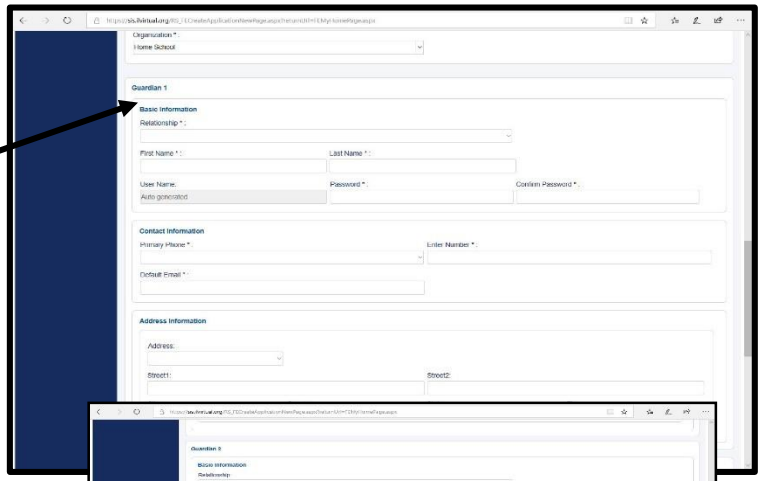
In the **School Information** section, click the down arrow for the **Organization** field to locate your school building name (not district) from the drop down menu. Names are in alpha order.

Tip: *You can type the first few letters in the field above the menu to filter your school name rather than scrolling through the list.*

Home school students
scroll down to the H's or type Home in the field above the list to select Home School .

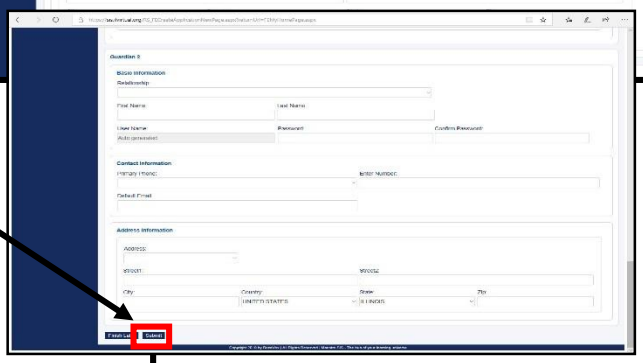
When you locate your school name, *double click* on it to populate this field.

Step 2: Complete the required fields for the guardian(s). There can be two Guardian accounts, but only one must be added.
Note: *The username will be created by the system, but you will create the password.*



Important: *Guardian accounts can be used to log in to this system and view student grades. However, the course itself cannot be accessed through this account.*

Step 3: Click **Submit** to complete the application.



Confirmation of account creation is viewable at the top of the screen.
An informational email is also sent to both the student and the parent/ guardian.

Note: *If there are documents listed below the confirmation, please complete the required documents. If none are listed, you may disregard this notice.*