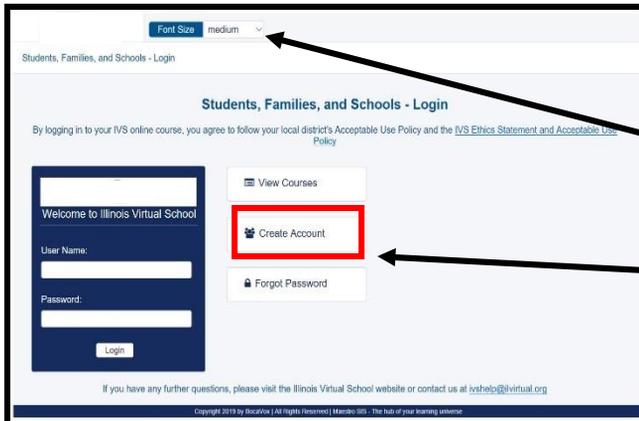


How to...Create an IVSA Student and Guardian Account

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



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Students, Families, and Schools - Login

Students, Families, and Schools - Login

By logging in to your IVS online course, you agree to follow your local district's Acceptable Use Policy and the IVS Ethics Statement and Acceptable Use Policy.

Welcome to Illinois Virtual School

User Name:
Password:

View Courses

Create Account

Forgot Password

Login

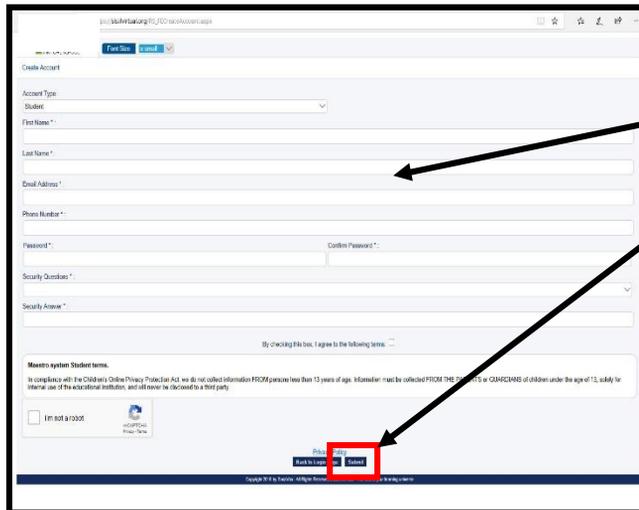
If you have any further questions, please visit the Illinois Virtual School website or contact us at ivshelp@ivirtual.org

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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.



Create Account

Account Type: Student

First Name**

Last Name**

Email Address*

Phone Number**

Password* Confirm Password**

Security Questions**

Security Answer**

By checking this box, I agree to the following terms: ...

Maestro's system Student terms.

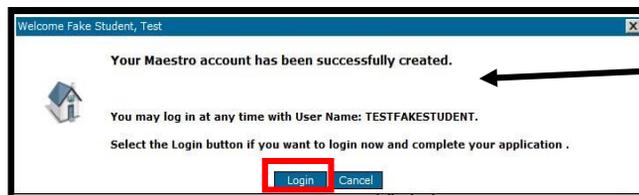
In compliance with the Child's Online Privacy Protection Act, we do not collect information FROM persons less than 13 years of age. Information must be collected FROM THE PARENTS or GUARDIANS of children under the age of 13, solely for internal use of the educational institution, and will never be disclosed to a third party.

I'm not a robot

Submit

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.



Welcome Fake Student, Test

Your Maestro account has been successfully created.

You may log in at any time with User Name: TESTFAKESTUDENT.

Select the Login button if you want to login now and complete your application.

Login Cancel

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.

https://ivsa.livvirtual.org/.../CreateApplicationPage.action?studentID=...&type=createguardian

For Size: medium

Create Application

Parent/Guardian: you may submit an application to Blaine Virtual School for more than one student. You can save a partially filled application by clicking the Finish Later button. It is important that you remember the username and password you choose for each student.

Please complete all mandatory fields marked by a * next to the field name.

PLEASE NOTE: You will not be able to register or be enrolled in IVS courses until the student application has been submitted. You have received confirmation of application completion, and you can see your Dashboard at sign A. For help, go to IVS account creation and student application submission can be found at <https://ivsa.livvirtual.org/help-center/articles/0004-0005-Details-ivsa-account>.

Student Personal Information

First Name * Middle Name

Last Name * Suffix

Date of Birth * Gender * Unknown

Eligible for Free/Reduced Lunch * Graduation Year *

LEP/ELL: LEP: SOI

Student Race/Ethnicity Information

Ethnicity * Race: American Indian or Alaska Native, Asian, Black or African American, Hispanic/Latino, Native Hawaiian or Other Pacific Islander, Other, Prefer not to respond, White

Student Contact Information

Primary Phone * Enter Number * Home 0000000000

Default Email * Create an IVS Account

School Information - If your district or school does not appear, please email helpdesk@livirtual.org or contact the IVS Help Desk at (309) 676-1000.

Organization * :

A B SHEPARD HIGH SCH (CAMPUS)
ABINGDON-AVON HIGH SCHOOL
A-C CENTRAL HIGH SCHOOL
ACADEMIC CAREER ED HIGH SCHOOL

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.

Organization * Home School

Guardian 1

Basic Information

Relationship * First Name * Last Name *

User Name: Auto-generated Password * Confirm Password *

Contact Information

Primary Phone * Enter Number * Default Email *

Address Information

Address: Street: Street2:

Guardian 2

Basic Information

Relationship * First Name * Last Name *

User Name: Auto-generated Password * Confirm Password *

Contact Information

Primary Phone * Enter Number * Default Email *

Address Information

Address: Street: Street2:

For Size: medium

Application Submitted

Your application was submitted successfully! Please complete the required Documents below.