The Virtual High School

Instructions to Submit a Course Request

1. New to VHS students click here https://my.vhslearning.org/PublicStudentSignUp.aspx and create a student account. If you have a VHS account go to step 3.
2. If site coordinators are asking students to create student accounts and submit course requests, students should select 'Yes' for the Member School option before selecting the school from the dropdown list.
3. Go to my.vhslearning.org and enter your account username and password (save this link to your favorites)
4. Click the **Request Courses** link in the left margin (Image 1)
5. Click the **Request new course** link (Image 2)
6. Using the Course Request drop down menu, select the Semester and Course. (Image 3)
   *The start date field will auto-populate based on the semester.
7. Click **Save**
8. You will receive an automated email after your site coordinator approves or denies the course request(s).

Image 1:

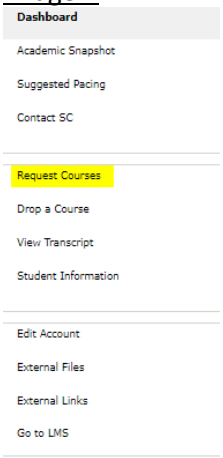


Image 2:

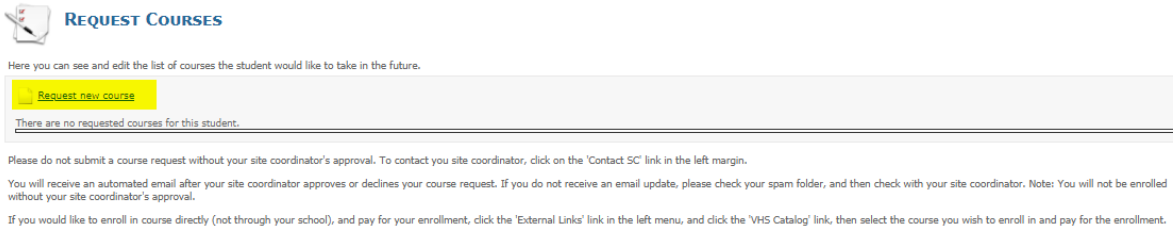
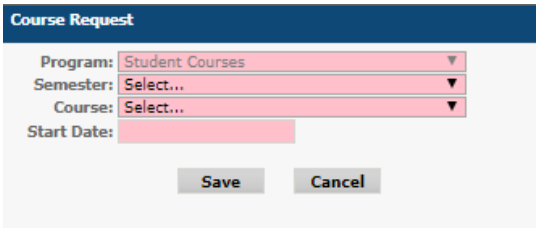


Image 3:

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