

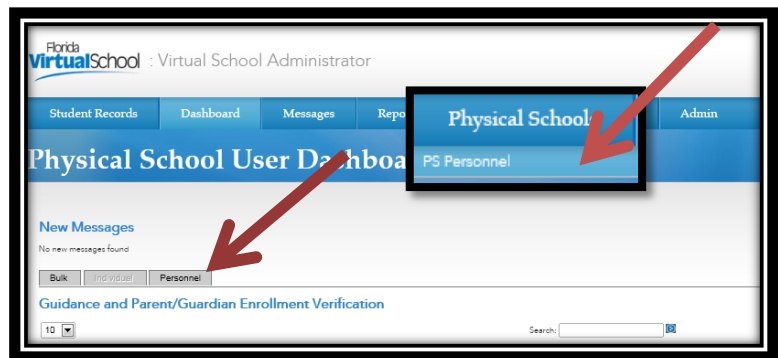
Managing VSA Accounts

Use the instructions below to edit, add or deactivate administrator, guidance and/or facilitator accounts within the FLVS learning management system, VSA. This task may be completed to any staff member who has an administrator account or to the person designated as “Lead Guidance Counselor” in VSA.

1. Log into your account at <http://vsa.flvs.net>. If you do not know your credentials, you may attempt to retrieve them by clicking on the “Forgot Username/Password” link below the password field on this page. If this does not work, you must contact FLVS for assistance. Call the FLVS Help Desk at (800) 374-1430 or submit a help ticket at <http://help.flvs.net>.



2. To access the list of VSA users, you may click in one of two locations. From the dashboard, you may click on the “Personnel” Tab. You may also click on the “Physical Schools” button on the menu bar and then select “PS Personnel”.



3. The section now displays all active accounts in your school. The email addresses and phone numbers should be reviewed for accuracy and corrected if necessary. Changes may be made by clicking on “Edit”.

Last Name	First Name	Username	Password	Password Strength	User Role	User Options	Email	Phone	Institution	Notify of System Updates	Notify of System Changes
					PS Administrator		vsa@flvs.net	(305) 432-1000			
					PS Guidance		vsa@flvs.net	(305) 432-1000			

4. A user who is no longer at your school can be removed by clicking “Deactivate”.

5. To add a new user, enter the information in the last row and click “Add”.

6. The Principal’s Account is often a generic username. If this is the case, and you have a change in principal, this account can be edited. If it is not generic, it must be deactivated and a new account created.

Add a New User

Edit, Deactivate and Add