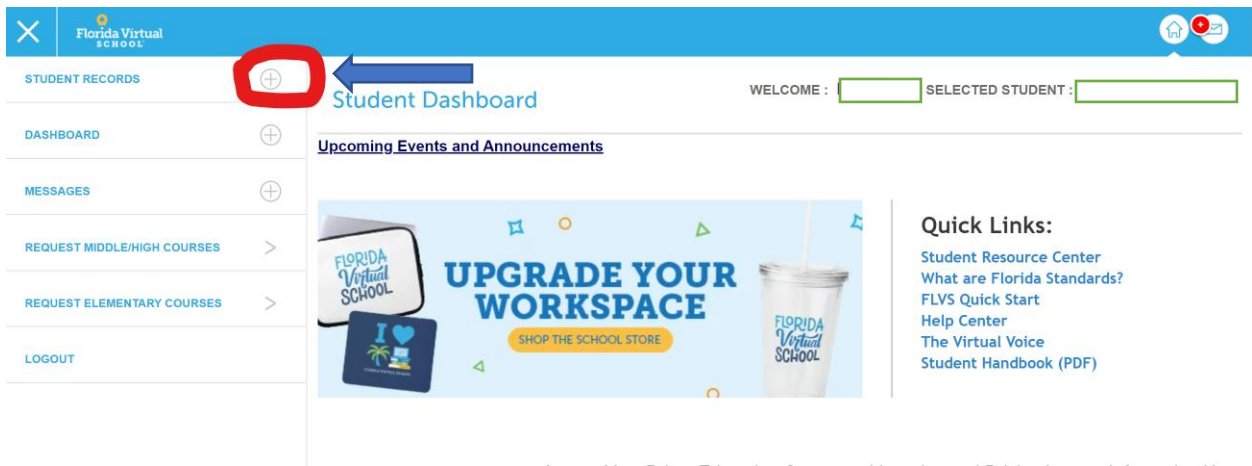


How to add or update your School Based Counselor

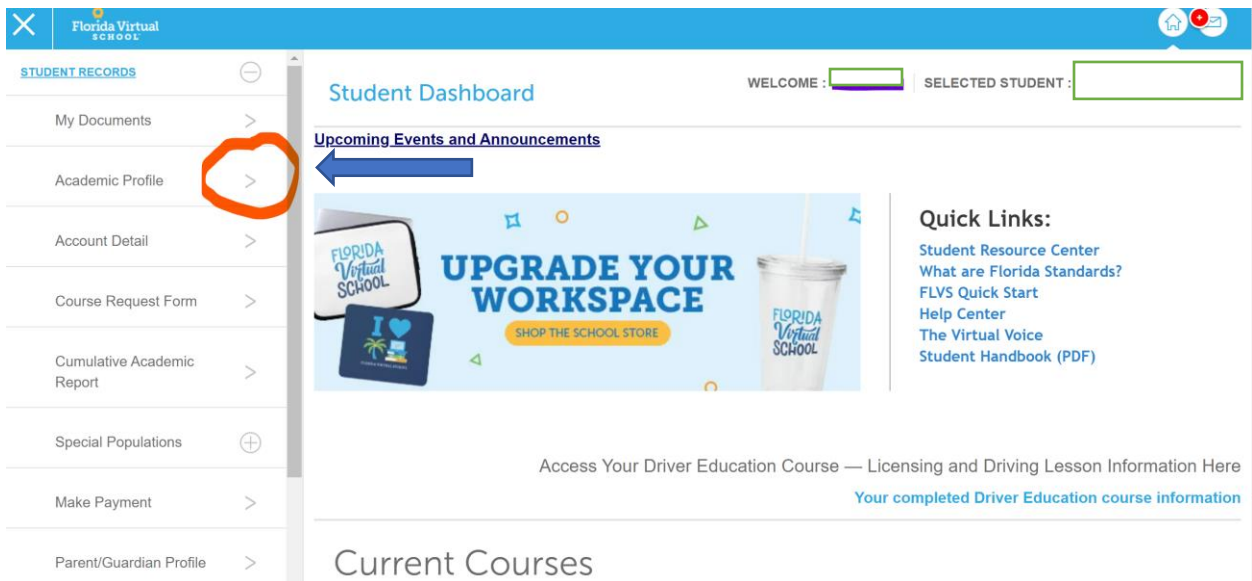
Once the student has logged in, start by clicking the menu bar at the top left corner.



Step 1 – Click Student Records



Step 2 – Click Academic Profile



How to add or update your School Based Counselor

Step 3 – Click the drop down under school counselor to change to the appropriate counselor

The screenshot shows the 'Academic Profile' page for Florida Virtual School. At the top, there is a blue header with the school logo and navigation icons. Below the header, the page title 'Academic Profile' is on the left, and 'WELCOME: [input field]' and 'SELECTED STUDENT: [input field]' are on the right. A red notification message states: 'Your information has been confirmed by our staff. To change any information, please contact your instructor or Virtual School Office.' The main content area is titled 'Physical School' and contains several dropdown menus: 'Type of Student' (US Student), 'State' (Florida), and 'Select by' (District). Below these is a large empty box for 'Physical School' details, including 'School Name:', 'School Type:', 'Address:', and 'School Phone:'. Underneath is the 'School Counselor' section, which has a 'Name:' label and a dropdown menu. The dropdown menu is highlighted with a red circle, and a blue arrow points to it from the right. Below the dropdown is a 'Phone:' label and an empty input field.

Finally, Click the save button at the bottom right of the page.

