

## Virtual Counselor Parent Instructions

Virtual Counselor is an excellent tool that is available on the Broward Schools web site. This innovative feature allows parents and their children to see the student's school records, from course grades to recent test scores to attendance records. It allows parents to keep up with their children's progress at school on a daily basis - without ever lifting the telephone. Virtual Counselor is an ideal tool because parents can use it whenever they have the chance, they don't have to make an appointment or take time out of their workday to make a phone call. It's accessible by logging onto the District's web site ([www.browardschools.com](http://www.browardschools.com)). After a few simple clicks, parents can access grades, attendance records, test scores, class ranks and much more. To view a demo of Virtual Counselor and get a user ID and password, please visit:

[www.browardschools.com/virtualcounselor](http://www.browardschools.com/virtualcounselor). If a parent finds something out of the ordinary, they can then schedule an appointment with the school's guidance counselor.

### **Directions on How to Access Virtual Counselor:** (You will need your child's FSI number)

- 1). Visit: [www.browardschools.com/virtualcounselor](http://www.browardschools.com/virtualcounselor).
- 2). Click on "LOGIN AS: PARENT". The Parent Login screen will appear.
- 3). Go to: "If you don't have a user ID". Click on the "CLICK HERE" link.
- 4). The POLICY AGREEMENT screen will come up. Click "CONTINUE"
- 5). The "Virtual Counselor System" screen will come up. Read the information and then click "CONTINUE".
- 6). The "Parent ID User Request Form" will appear. Enter all of the requested information. Information entered must be the original information provided in your child's school records (TERMS). \*\* DO NOT ENTER recently changed numbers or information, UNLESS you have informed the school and they have had time to update this information.
- 7). A User ID will be given. It will begin with a "G".
- 8). You will be asked to create a password MAKE SURE to write down this information for future reference, as you will need it each time you access the site.
- 9). You will be prompted to click "GO ON". You may view a Virtual Counselor Demonstration on the site as well.

**IMPORTANT NOTE:** Access to virtual counselor is based upon address, phone numbers and other information provided on your child's initial registration form and annually updated emergency contact forms. User ids and passwords for virtual counselor are based upon accurate data. It is important to notify the school DPC if there are any changes to your child's address, phone numbers, or other statistical information. If you experience trouble logging on to Virtual Counselor, contact the school's DPC to verify the student's correct information is in the District computer.

## Directions for getting into Virtual Counselor for report cards

IN ORDER TO SIGN IN YOU MUST HAVE YOUR FSI # (STARTS WITH 06 ) AND DATE OF BIRTH

Go to

[www.browardschools.com](http://www.browardschools.com)

On the blue bar that starts with ABOUT US click DIRECTORY Tab

CLICK the drop down PROGRAM AND SERVICES

Scroll down to VIRTUAL COUNSELOR and click

AS A CHARTER SCHOOL YOU CAN ONLY GO IN AS A STUDENT – THE PARENT OPTION IS BLOCKED

Sign in -The students ID is the FSI #

Password- is the student's DOB which MUST BE ENTERED MM/DD/YEAR EX. 02/08/2008