

*Virtual Counselor

How to create a parent account

Follow the steps outlined on the next few slides to create a parent Virtual Counselor account.

This document is intended for parents to help facilitate the parent account activation process.

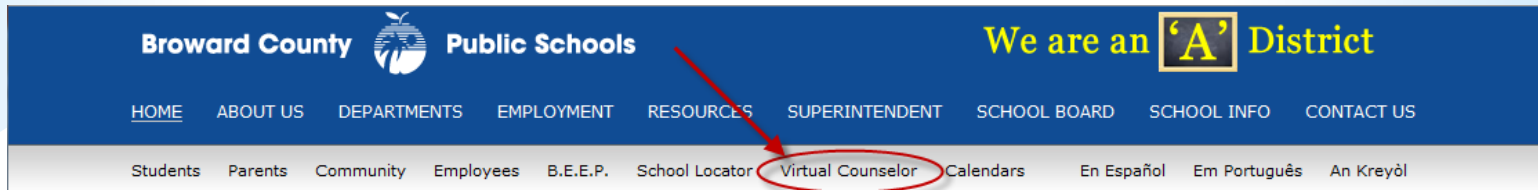


WWW.BROWARDSCHOOLS.COM

* Virtual Counselor

How to create a parent account (continued)

- 1) Go to WWW.BROWARDSCHOOLS.COM from your web browser.
- 2) Click on Virtual Counselor:



- 3) Click on "PARENT" button



IMPORTANT -- THIS APPLICATION IS ONLY SUPPORTED IN FIREFOX OR GOOGLE CHROME ON A PC AND FIREFOX ON THE MAC.
PLEASE ONLY USE THESE WEB BROWERS FOR THIS APPLICATION.

LOGIN AS:

PARENT

STUDENT

Today's classroom should prepare students for productive participation in the economy of the 21st century. To accomplish this, a 21st century infrastructure designed and maintained utilizing existing, new, and emerging technology to a diverse needs of students, parents, teachers, staff, and administrators.
- Broward Schools Information Technology Plan



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PARENT LOGIN SCREEN

By signing onto the Broward School's Virtual Counselor System, you agree to abide by Broward County Public School Policy 5306, local, state and federal laws pertaining to the appropriate use of technology. Users who knowingly violate any of the Acceptable Use Provisions or Code of Ethics for Computer Network and Online Telecommunications Users found in Policy 5306 will receive disciplinary action and/or may even be denied future access.

PARENT ID:	<input type="text" value="js"/>
PASSWORD:	<input type="password"/>
<input type="button" value="LOGIN"/>	

IF YOU DON'T HAVE A PARENT ID OR DON'T REMEMBER IT, THEN [CLICK HERE](#) AND SIGN UP NOW.

IF YOU DON'T REMEMBER YOUR PASSWORD, THEN [CLICK HERE](#) TO RESET IT.

If you have any questions or encounter any problems, please contact your school's Guidance Department.
[Click here](#) for a listing of school phone numbers.

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- 4) Click "If you don't have a Parent Id...."
Then follow instructions.

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How to create a parent account (continued)

5) Click Policy 5306 acknowledgement, then click the "Continue" Button

BROWARD SCHOOLS POWERED BY THE **Broward County Public Schools** **VIRTUAL COUNSELOR** GO TO DATA WAREHOUSE

POLICY AGREEMENT

Please read Broward County Public Schools' [Policy 5306](#) and make a selection below to continue.

I certify that I have read Broward County Public School [Policy 5306](#), and agree to abide by the policies set forth.

I do not agree to the policies set forth.

CONTINUE

6) Before clicking on the "Continue" button, it is recommended that you have the information on the next slide available to make the process much easier. We take security very seriously, hence the parent and student data you enter must match exactly as it appears in the student information system for us to activate your account.

BROWARD SCHOOLS POWERED BY THE **Broward County Public Schools** **VIRTUAL COUNSELOR** GO TO DATA WAREHOUSE

Virtual Counselor is available to parents and guardians who are registered as having custody of students in the Broward County Public School System.

The Virtual Counselor System will ask parents/guardians to provide information about themselves in order to obtain access to the program. In addition, specific information about the student will be needed and can be obtained from the guidance office of the child's home school.

If you experience difficulty in accessing Virtual Counselor, or do not have the required information, you are urged to contact your child's school directly as they are the only one who can verify or correct your information.

CONTINUE

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7) Enter Parent information, and click the "Continue" button:

BROWARD SCHOOLS POWERED BY THE **VIRTUAL COUNSELOR** DATA WAREHOUSE

PARENT USER ID REQUEST FORM

If you have any questions or encounter any problems, please contact your school's Guidance Department. [Click here](#) for a listing of school phone numbers.

PLEASE ENTER YOUR INFORMATION

FIRST NAME:

LAST NAME:

EMAIL:

CONTACT HOME PHONE #: Area Code 3-digit 4-digit

CONTACT WORK PHONE #:

How to create a parent account (continued)

8) Enter Student information and click the "Submit" button:

NOTE: ALL FIELDS ARE REQUIRED AND MUST MATCH YOUR STUDENT'S SCHOOL RECORD FOR VERIFICATION

If you have any questions or encounter any problems, please contact your school's Guidance Department. [Click here](#) for a listing of school phone numbers.

PLEASE ENTER STUDENT INFORMATION

STUDENT NUMBER:

STUDENT FIRST NAME:

STUDENT LAST NAME:

BIRTH DATE: (mm/dd/yyyy)

HOME PHONE #: Area Code 3-digit 4-digit

HOME ZIP CODE:

CURRENT GRADE LEVEL: -- Select a Grade Level --

CURRENT SCHOOL: ----- Select a School -----

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How to create a parent account (continued)

9) After Parent and Student information has been matched to the student information system the following screen will appear. Follow instructions on screen, then click the "Submit" button.

BROWARD SCHOOLS **VIRTUAL COUNSELOR**
POWERED BY THE **Broward County Public Schools** DATA WAREHOUSE **GO TO DATA WAREHOUSE**

PARENT USER ID REQUEST FORM

PLEASE SELECT A QUESTION AND ENTER THE ANSWER THAT ONLY YOU WOULD KNOW. IF YOU EVER FORGET YOUR PASSWORD, THIS INFORMATION WILL BE REQUIRED TO RESET IT.

PLEASE CREATE A PASSWORD THAT IS AT LEAST 8 CHARACTERS, AND INCLUDES AT LEAST ONE NUMBER. MAKE A NOTE OF THE PASSWORD YOU ARE CREATING FOR FUTURE REFERENCE. YOU WILL NOT BE ABLE TO RETRIEVE THIS INFORMATION FROM THE VIRTUAL COUNSELOR SYSTEM.

REMINDE	QUESTION:	-----Select a Question-----
REMINDE	ANSWER:	<input type="text"/>
PASSW	ORD:	<input type="password"/>
VERIF	Y PASSWORD:	<input type="password"/>

10) At this point the parent can click the "GO" button to view student's information or add another student

(same information for additional student as in step 8 will be to be entered),

or view/change email address.

BROWARD SCHOOLS **VIRTUAL COUNSELOR**
POWERED BY THE **Broward County Public Schools** DATA WAREHOUSE **LOGOUT**

WELCOME, [parent name]!

[SELECT AN EXISTING STUDENT BELOW OR CLICK HERE TO ADD ANOTHER STUDENT](#)

[CLICK HERE TO VIEW/CHANGE YOUR EMAIL ADDRESS](#)

<input type="text"/>	<input type="button" value="GO"/>
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PARENT EMAIL ADDRESS FORM

If the email address is blank or incorrect, please update. Thank you.

Parent ID:

First Name:

Last Name:

Email Address: