

# How to...Create an IVS Student and Guardian Account

This help guide is for those who DO NOT have an IVS account. If you already have an account, or think you have an account, click the *Forgot Password* option on the login page of our SIS (see link in Step 1 below).

If you are a NEW IVS student, follow these steps to create an account and complete the application:

## Part One: Create Student Account

Step 1: Type <https://sis.ilvirtual.org> in your web browser to go to the IVS Student Information System (SIS)

**Note:** You can change the font size using the drop down menu available at the top of the screen. Medium is the default font size.

Step 2: Click the **Create Account** box to the right of the login area.

Step 3: Complete all the required fields, check the box below the fields to agree to the IVS terms, click the “I’m not a robot”, type the CAPTCHA if it appears, and then click the **Submit** button.

**Note:** The username is created by the system. The student can create his/her password.

A pop-up window will appear confirming your account creation and provides your username.

You will receive an email from IVS containing your new username and a link to verify your account.\*

Step 4: Click the **Login** button to log into the system and complete Part Two: The Application (see page 2).

## \*Verify Account via the Account Activation Email

When you clicked the **Submit** button in Step 3 above, an email from [ivshelp@ilvirtual.org](mailto:ivshelp@ilvirtual.org) titled “Illinois Virtual School – Account Activation” was sent to the email address used to create the account.

You **MUST** open this email and click the “Click this link to activate your account” to re-enter your password, confirm your password, and click the **Reset Password** button to verify your account for future logins.

# Part Two: Complete the Application and Create Guardian Account

Step 1: IVS recommends that you complete all the fields listed in this application in one sitting. However, you can save a partially filled application by clicking the **Finish Later** button.

In the **School Information** section, click the down arrow for the **Organization** field to locate your school building name (not district) from the drop down menu. Names are in alpha order.

**Tip:** You can type the first few letters in the field above the menu to filter your school name rather than scrolling through the list.

**Home school students** scroll down to the H's or type Home in the field above the list to select Home School.

**When you locate your school name, double click on it to populate this field.**

https://ivshub.org/ivsc/creatingguardianaccount/step2/finishlaterpage

Organization \* :  
A B SHEPARD HIGH SCH (CAMPUS)  
ABINGDON-AVON HIGH SCHOOL  
A-C CENTRAL HIGH SCHOOL  
ACADEMIC CAREER ED HIGH SCHOOL

School Information - if your district or school does not appear, please email [helpdesk@livirtual.org](mailto:helpdesk@livirtual.org) or contact the IVS Help Desk at (309) 676-1000.

Step 2: Complete the required fields for the guardian(s). There can be two Guardian accounts, but only one must be added.

**Note:** The username will be created by the system, but you will create the password.

**Important:** Guardian accounts can be used to log in to this system and view student grades. However, the course itself cannot be accessed through this account.

Step 3: Click **Submit** to complete the application.

Confirmation of account creation is viewable at the top of the screen. An informational email is also sent to both the student and the parent/ guardian.

**Note:** If there are documents listed below the confirmation, please complete the required documents. If none are listed, you may disregard this notice.

Organization \* :  
Home School

Organization \* :  
Home School

Your application was submitted successfully! Please complete the required Documents below.