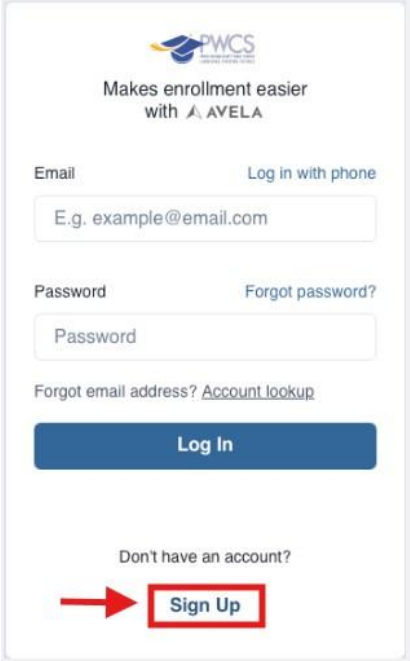
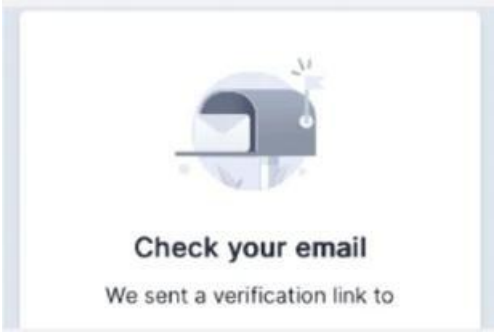
Virtual Prince William (VPW) Course Registration Instructions

- **Step 1: Go to the** Virtual Prince William (VPW) Registration Website

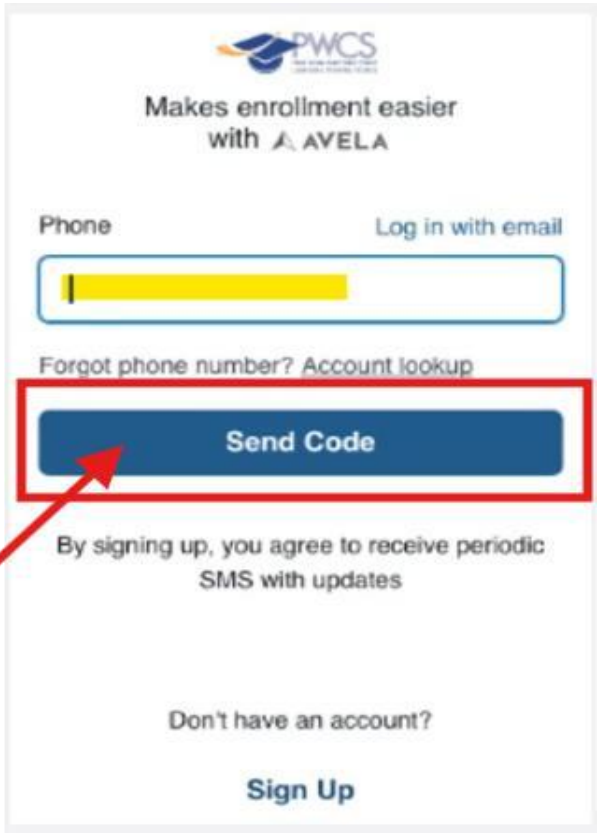
- **Step 2: If this is your first-time using this website, select "Sign Up."** If you have an account, **skip to Step 3**. You may sign up using either an email address or a mobile phone number.



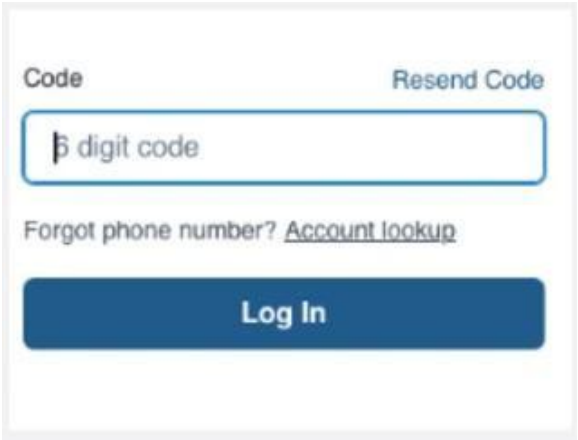
- **Sign Up Using an Email Address:**
  - ☐ Enter your **email address associated with your PWCS ParentVUE account** and password of your choice and select "Sign Up."
  - ☐ Check your email for verification link. If you do not see the verification email in your inbox, check your spam folder. Click on the verification link.



- **Sign Up using a Mobile Number:**
  - ☐ Enter the phone number associated **with your ParentVUE account** and click "Send Code."



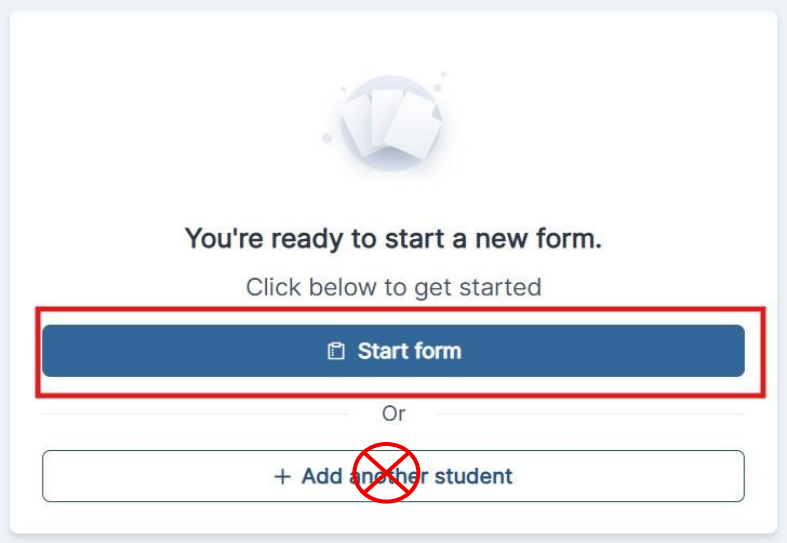
  - ☐ Enter the code and select “Log in.”

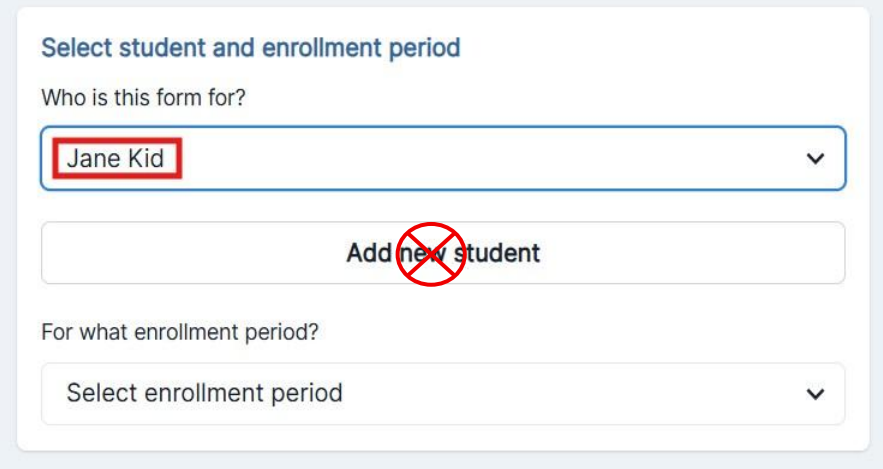


Step 3: Start the VPW Course Application

- ☐ Select **"Start Form."**
- ☐ From the drop-down menu, select the student for whom you are completing the application.
- ☐ Select **"Next."**

Example: Jane Kid

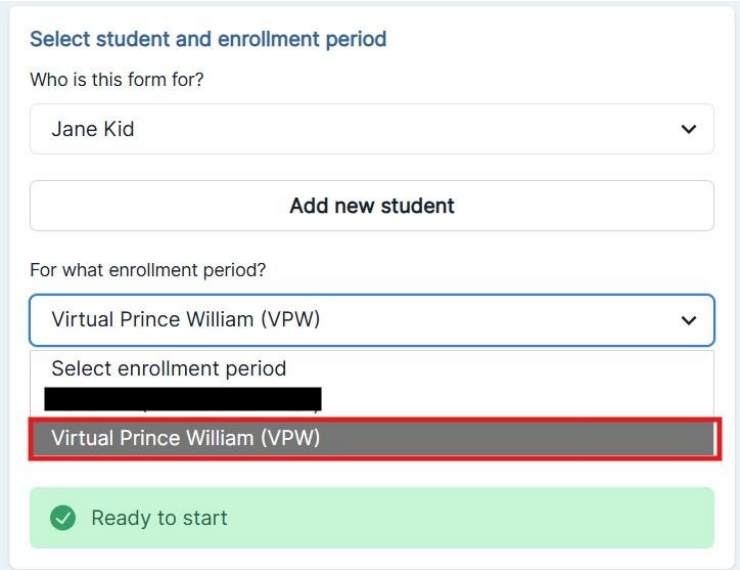




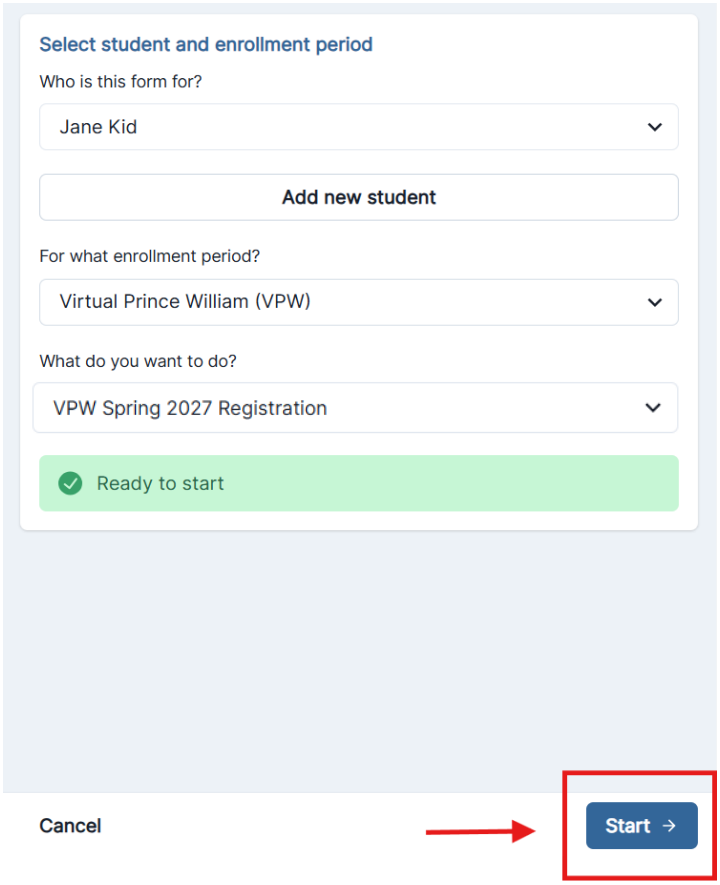
Note: Do not select **"Add New Student"** when registering a current PWCS student. If you need to register additional students linked to your ParentVUE account, first complete and submit the application for one student. Then, start a new application for each additional student associated with your ParentVUE account.

Step 4: Select Enrollment Period

- ☐ Select **"Virtual Prince William (VPW)"** from the next drop-down menu.
- ☐ Verify that **"VPW Spring 2027 Registration"** is displayed.



☐ Select **"Start."**



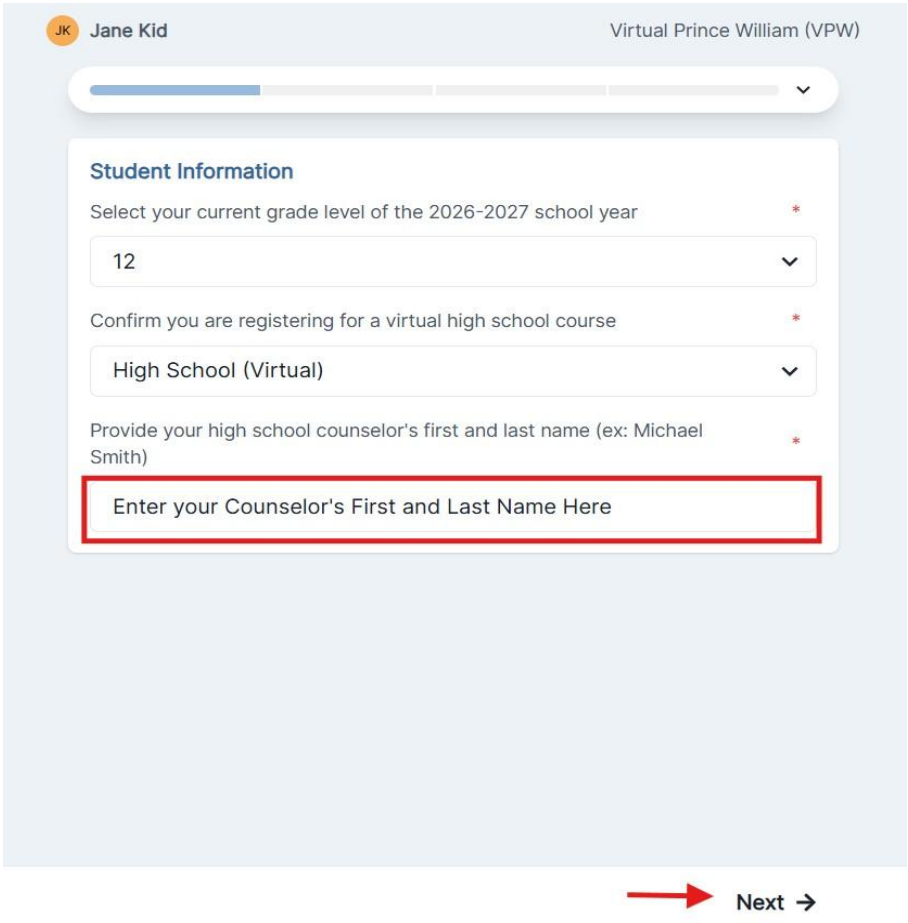
Step 5: Complete Student Information

☐ Your current grade level for the **2026-2027 school year** will already be entered and verified

☐ Confirm that you are registering for a virtual high school course.

☐ Enter the student's high school counselor's first and last name.

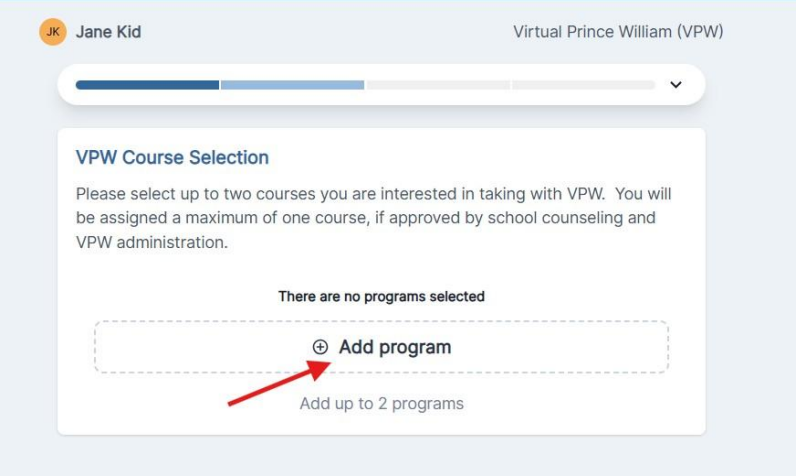
☐ Select **"Next"** (the button will appear once all required fields are completed).



Step 6: Select VPW Courses

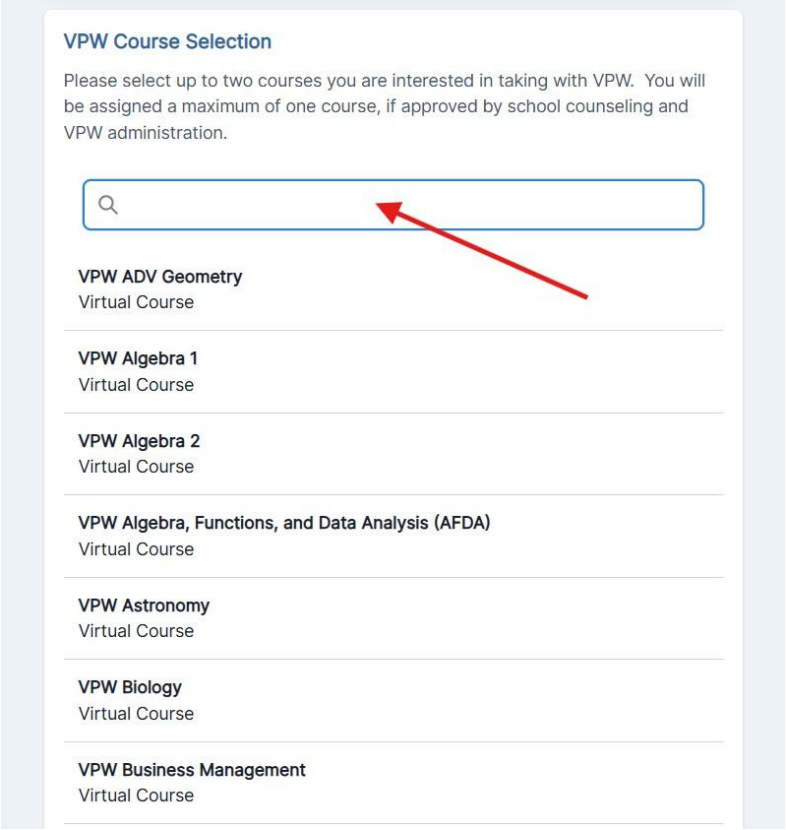
☐ Review the **VPW Course Selection** section.

☐ Select **"+ Add Program."**

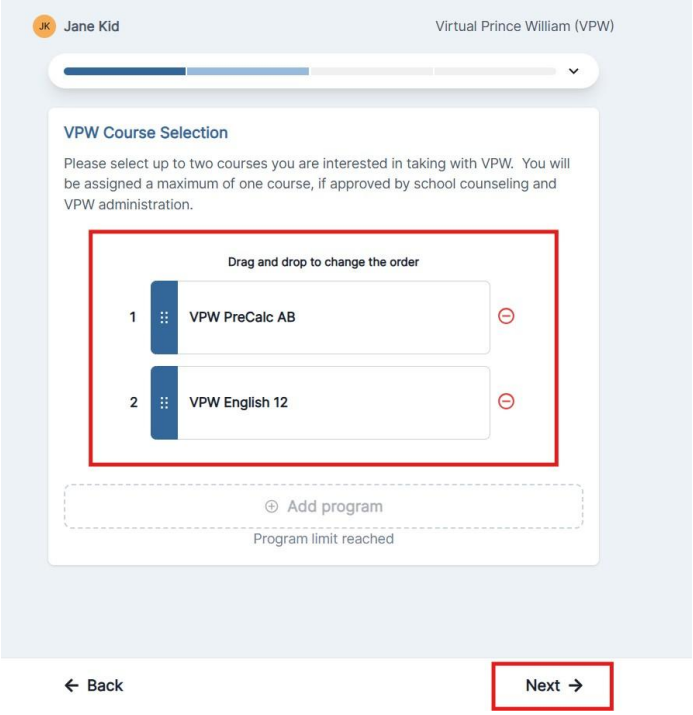


☐ Choose up to **two (2)** VPW courses.

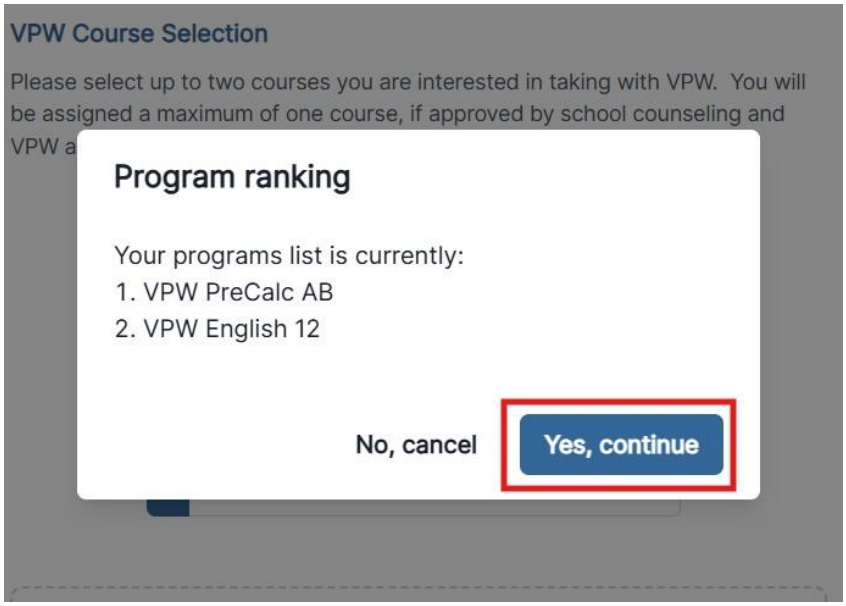
☐ Search for courses by typing the course name or scrolling through the list.



☐ Arrange your course selections in order of preference using drag-and-drop.

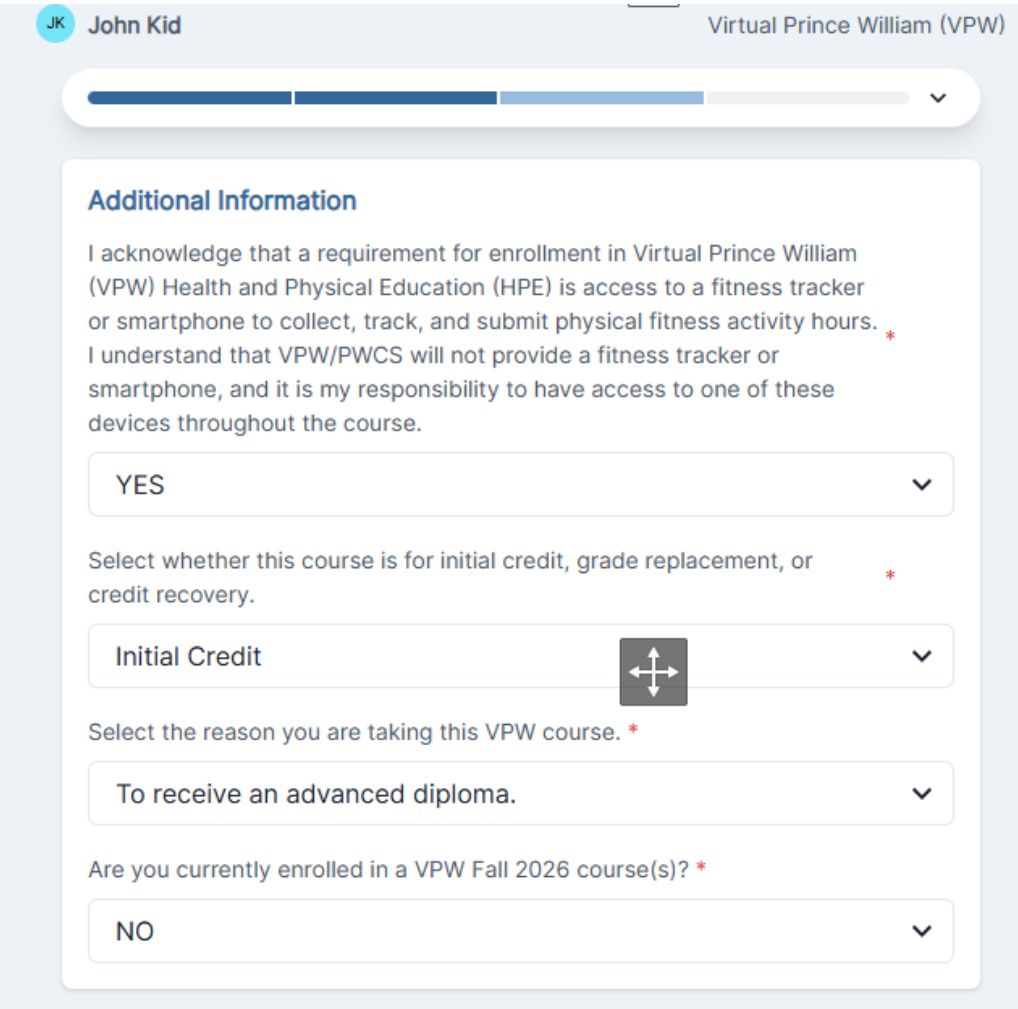


☐ Select **"Yes, Continue"** to confirm your course rankings.



Step 7: Provide Additional Information

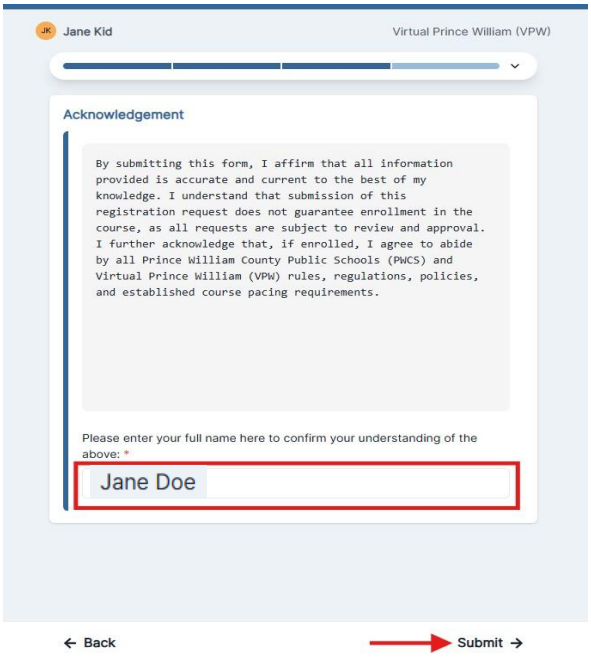
- ☐ If you selected an HPE course, you must read and acknowledge the fitness tracker requirement for HPE courses taken through VPW.
- ☐ Indicate whether the course is for:
  - Initial Credit
  - Grade Replacement
  - Credit Recovery
- ☐ Select the reason you are taking this VPW course from the drop-down selection
- ☐ Answer whether you are currently enrolled in a VPW Fall 2026 course



Step 8: Review and Submit

☐ Read the acknowledgment. The parent or guardian must enter their first and last name to confirm they have read and understood the information.

☐ Select "Submit."



Confirmation

☐ Verify that the confirmation page indicates your application was successfully submitted.

☐ Review your selected course(s) by expanding the **Programs** drop-down menu.

☐ Confirm that you see the following message:

Next Step

You're all set! Your form has been submitted for VPW spring 2027. You can make edits until forms close. It will be sent to your school counselor for approval or denial.

☐ You will get an email or text confirmation, as well.

Additional Students

☐ If you wish to register another student for VPW courses, please complete and submit a separate form for that student. Repeat this process for each additional student you wish to register.