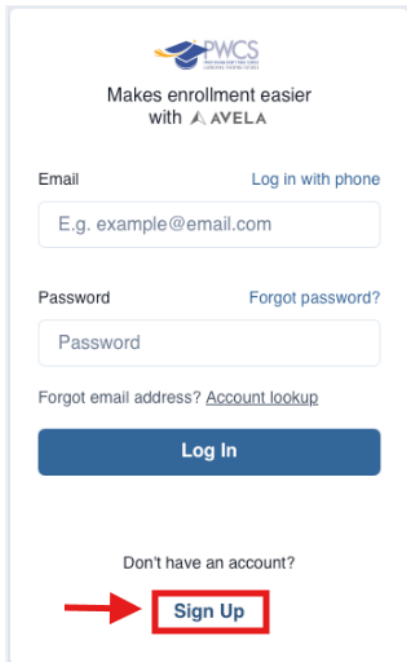


Virtual Prince William (VPW) Course Registration Instructions

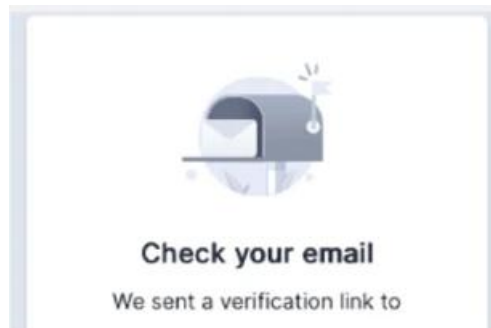
✚ **Step 1: Go to the** [Virtual Prince William \(VPW\) Registration Website](#)

✚ **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.



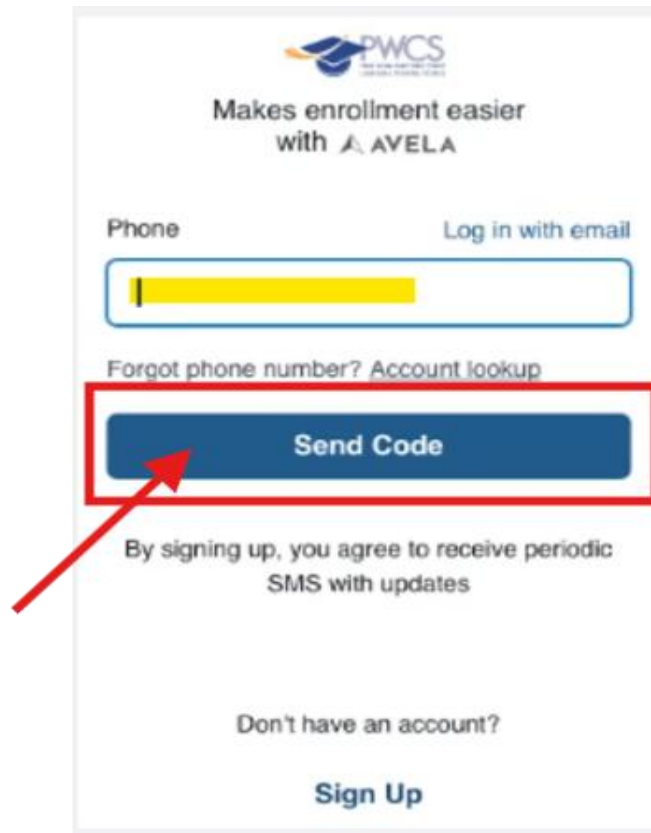
- **Sign Up Using an Email Address:**

- ☐ 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.



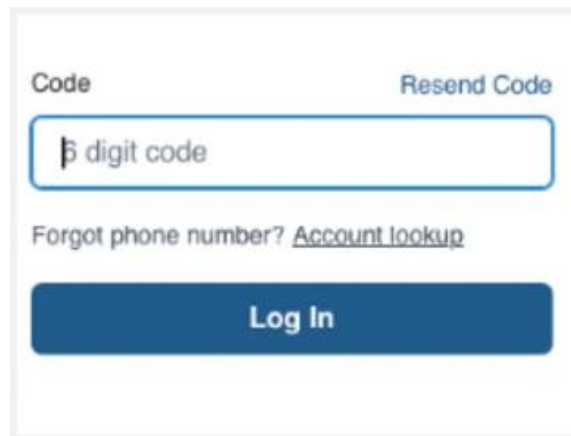
- **Sign Up using a Mobile Number:**

- ☐ Enter the phone number associated with your ParentVUE account and click "Send Code."



The screenshot shows the ParentVUE sign-up interface. At the top is the PWCS logo and the text "Makes enrollment easier with AVELA". Below this is a "Phone" label and a "Log in with email" link. A text input field contains a yellow bar. Below the input field are links for "Forgot phone number?" and "Account lookup". A blue button labeled "Send Code" is highlighted with a red rectangle, and a red arrow points to it from the left. Below the button is the text "By signing up, you agree to receive periodic SMS with updates". At the bottom are the links "Don't have an account?" and "Sign Up".

- ☐ Enter the code and select "Log in."

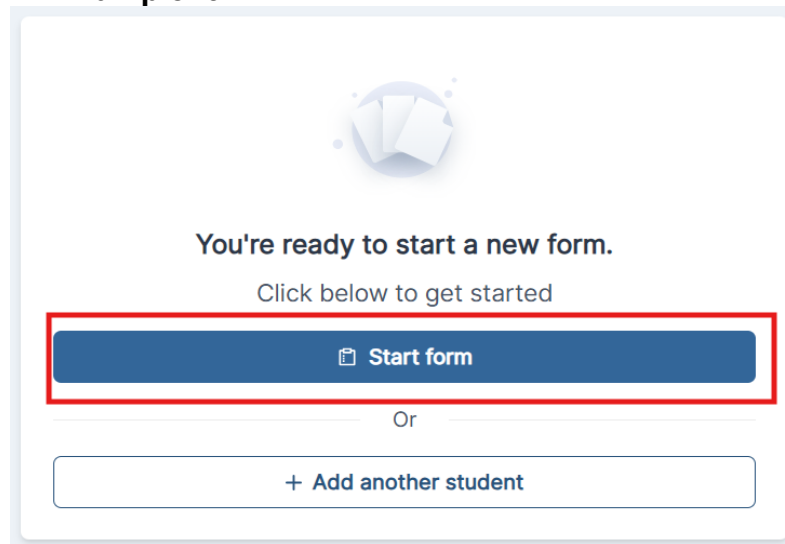


The screenshot shows the ParentVUE login interface. At the top is the "Code" label and a "Resend Code" link. A text input field contains the placeholder text "6 digit code". Below the input field are links for "Forgot phone number?" and "Account lookup". A blue button labeled "Log In" is at the bottom.

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





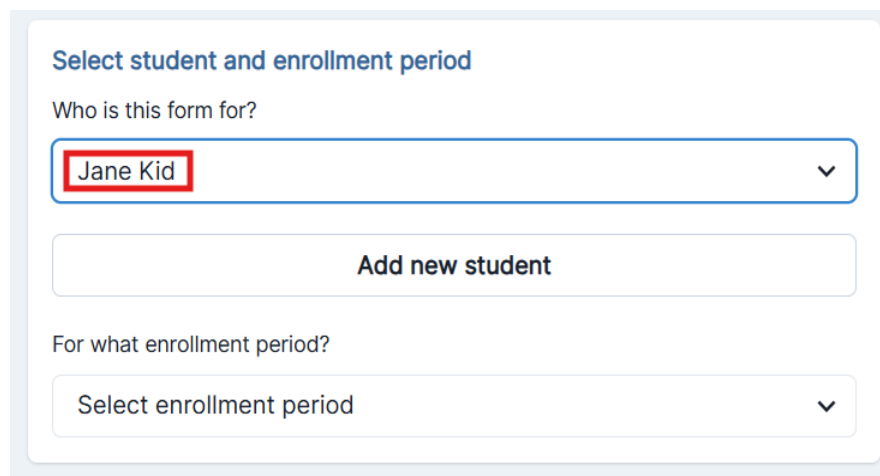
You're ready to start a new form.

Click below to get started

 Start form

Or

+ Add another student



Select student and enrollment period

Who is this form for?

Jane Kid

Add new student

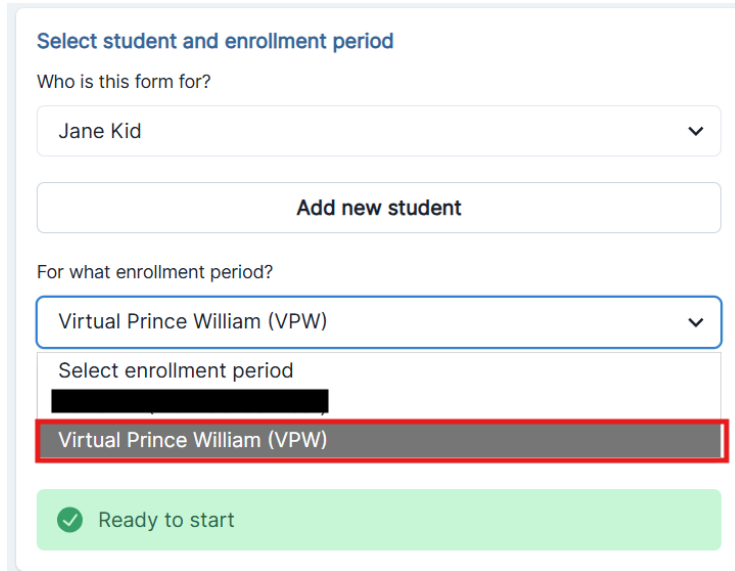
For what enrollment period?

Select enrollment period

Note: Do not select **"Add New Student"** when registering a current PWCS student. If you need to register additional students, you must complete and submit the current application first.

Step Four: Select Enrollment Period

- ☐ Select **"Virtual Prince William (VPW)"** from the next drop-down menu.
- ☐ Verify that **"VPW Fall 2026 Registration"** is displayed.



Select student and enrollment period

Who is this form for?

Jane Kid

Add new student

For what enrollment period?

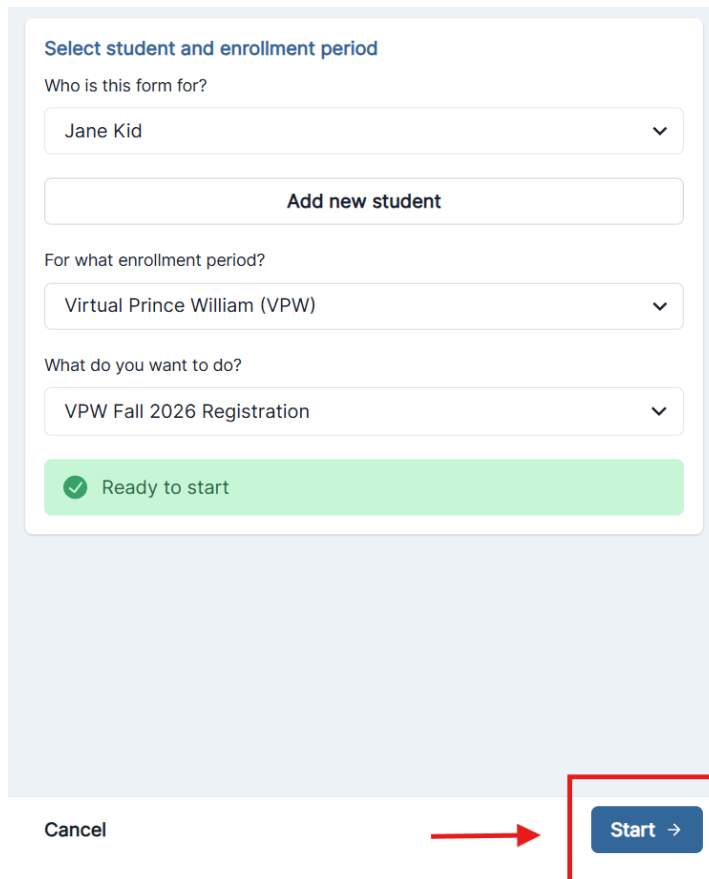
Virtual Prince William (VPW)

Select enrollment period

Virtual Prince William (VPW)

Ready to start

- ☐ Select **"Start."**



Select student and enrollment period

Who is this form for?

Jane Kid

Add new student

For what enrollment period?

Virtual Prince William (VPW)

What do you want to do?

VPW Fall 2026 Registration

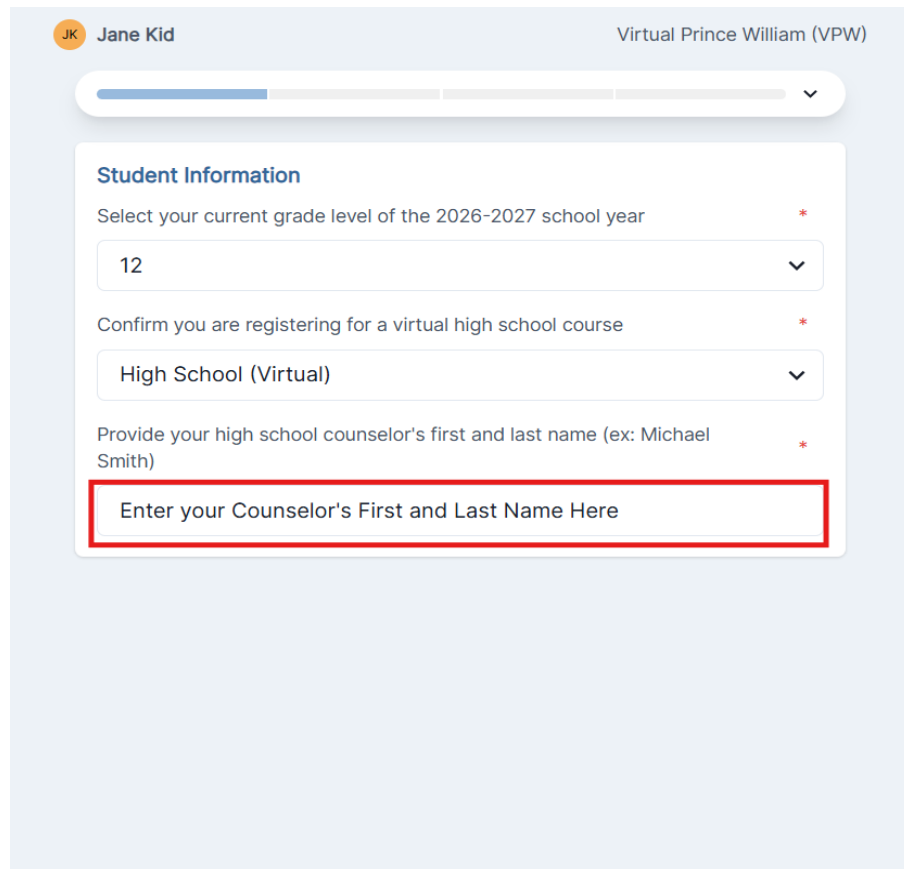
Ready to start

Cancel

Start →

Step 4: Complete Student Information

- ☐ Select the student's current grade level for the **2026-2027 school year**.
- ☐ 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).



JK Jane Kid Virtual Prince William (VPW)

Student Information

Select your current grade level of the 2026-2027 school year *

12

Confirm you are registering for a virtual high school course *

High School (Virtual)

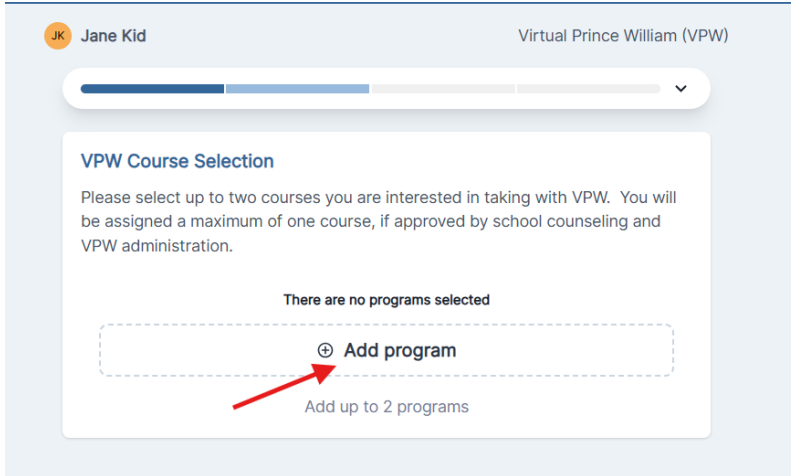
Provide your high school counselor's first and last name (ex: Michael Smith) *

Enter your Counselor's First and Last Name Here

 Next →

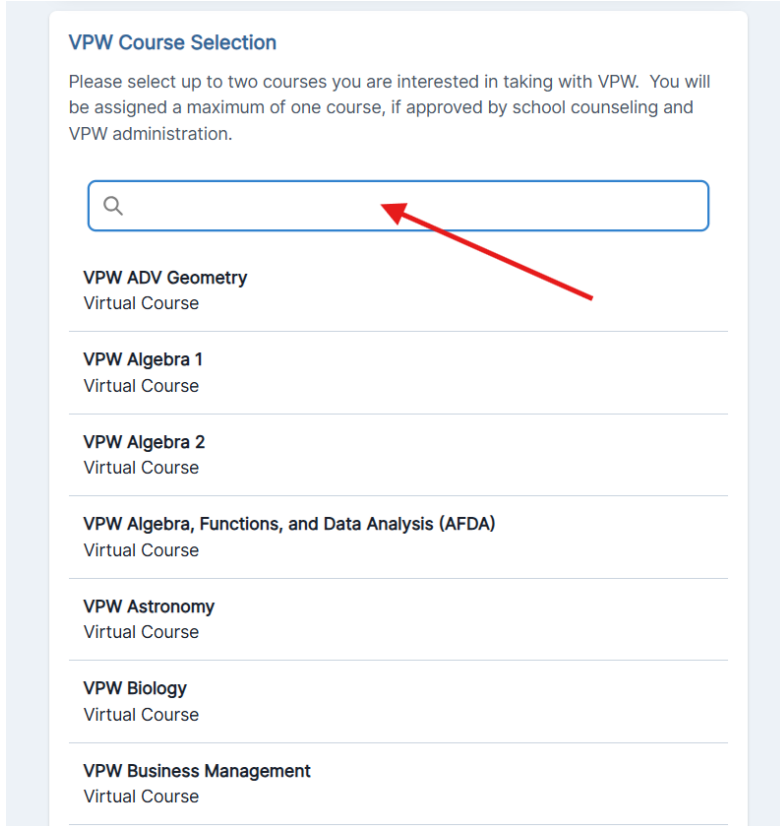
Step 5: Select VPW Courses

- ☐ Review the **VPW Course Selection** section.
- ☐ Select **" + Add Program."**



The screenshot shows the top of a web page with a user profile 'Jane Kid' and the title 'Virtual Prince William (VPW)'. Below is a progress bar. The main section is titled 'VPW Course Selection' and contains instructions: 'Please select up to two courses you are interested in taking with VPW. You will be assigned a maximum of one course, if approved by school counseling and VPW administration.' Below the text, it says 'There are no programs selected'. A dashed box contains a button with a plus icon and the text 'Add program'. A red arrow points to this button with the text 'Add up to 2 programs' below it.

- ☐ Choose up to **two (2)** VPW courses.
- ☐ Search for courses by typing the course name or scrolling through the list.



The screenshot shows the 'VPW Course Selection' section with the same instructions as the previous image. Below the instructions is a search bar with a magnifying glass icon. A red arrow points to the search bar. Below the search bar is a list of courses, each with a title and 'Virtual Course' underneath:

- VPW ADV Geometry
Virtual Course
- VPW Algebra 1
Virtual Course
- VPW Algebra 2
Virtual Course
- VPW Algebra, Functions, and Data Analysis (AFDA)
Virtual Course
- VPW Astronomy
Virtual Course
- VPW Biology
Virtual Course
- VPW Business Management
Virtual Course

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

The screenshot shows the 'VPW Course Selection' interface for a user named Jane Kid. At the top, there is a progress bar and a dropdown menu. Below this, the 'VPW Course Selection' section contains instructions: 'Please select up to two courses you are interested in taking with VPW. You will be assigned a maximum of one course, if approved by school counseling and VPW administration.' A red box highlights a list of two selected courses: '1. VPW PreCalc AB' and '2. VPW English 12'. Each course has a drag handle (three dots) on the left and a minus sign on the right. Below the list is a dashed box with the text 'Add program' and 'Program limit reached'. At the bottom, there are two buttons: 'Back' and 'Next', with the 'Next' button highlighted by a red box.

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

The screenshot shows the 'VPW Course Selection' interface with a 'Program ranking' dialog box open. The dialog box contains the text: 'Your programs list is currently: 1. VPW PreCalc AB 2. VPW English 12'. At the bottom of the dialog box, there are two buttons: 'No, cancel' and 'Yes, continue'. The 'Yes, continue' button is highlighted by a red box.

Step 6: Provide Additional Information

☐ Indicate whether the course is for:

- Initial Credit
- Grade Replacement
- Credit Recovery

Additional Information

Select whether this course is for initial credit, grade replacement, or credit recovery.

Initial Credit

Select the reason you are taking this VPW course.
To receive an advanced diploma.

Step 6: Review and Submit

- ☐ Carefully read the acknowledgment statement.
- ☐ Enter your full name (first and last name) to confirm your understanding.
- ☐ Select **"Submit."**



The screenshot shows a web form titled "Acknowledgement" for Jane Kid, a user of Virtual Prince William (VPW). The form contains a paragraph of text affirming the accuracy of the information provided and acknowledging the rules of Prince William County Public Schools (PWCS) and VPW. Below the text is a redacted area. A prompt asks the user to enter their full name to confirm understanding, with a red asterisk indicating a required field. The name "John Kid" is entered in the text box. At the bottom, there are "Back" and "Submit" buttons with arrows.

Jane Kid Virtual Prince William (VPW)

Acknowledgement

By submitting this form, I affirm that all information provided is accurate and current to the best of my knowledge. I understand that submission of this registration request does not guarantee enrollment in the course, as all requests are subject to review and approval. I further acknowledge that, if enrolled, I agree to abide by all Prince William County Public Schools (PWCS) and Virtual Prince William (VPW) rules, regulations, policies, and established course pacing requirements.

Please enter your full name here to confirm your understanding of the above: *

John Kid

← Back 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:

"Thank you for your application. Your request has been sent to your counselor for approval or denial. If approved, it will be sent to a VPW administrator for final approval."

The screenshot shows a user interface for 'Jane Kid' (JK) on the 'VPW Fall 2026 Registration for Virtual Prince William (VPW)' page. A green checkmark and 'Submitted' status are visible. Below this, a 'NEXT STEP' section contains the confirmation message: 'Thank you for your application. Your request has been sent to your counselor for approval or denial. If approved, it will be sent to a VPW administrator for final approval.' A 'View form' button is located at the bottom of this section. At the bottom of the page, a green toast notification reads 'Hooray! Form successfully submitted.' and a blue button labeled 'Start form' is present.

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

Additional Students

- ☐ If you wish to register another student for VPW courses, complete and submit a **separate form** for your student.