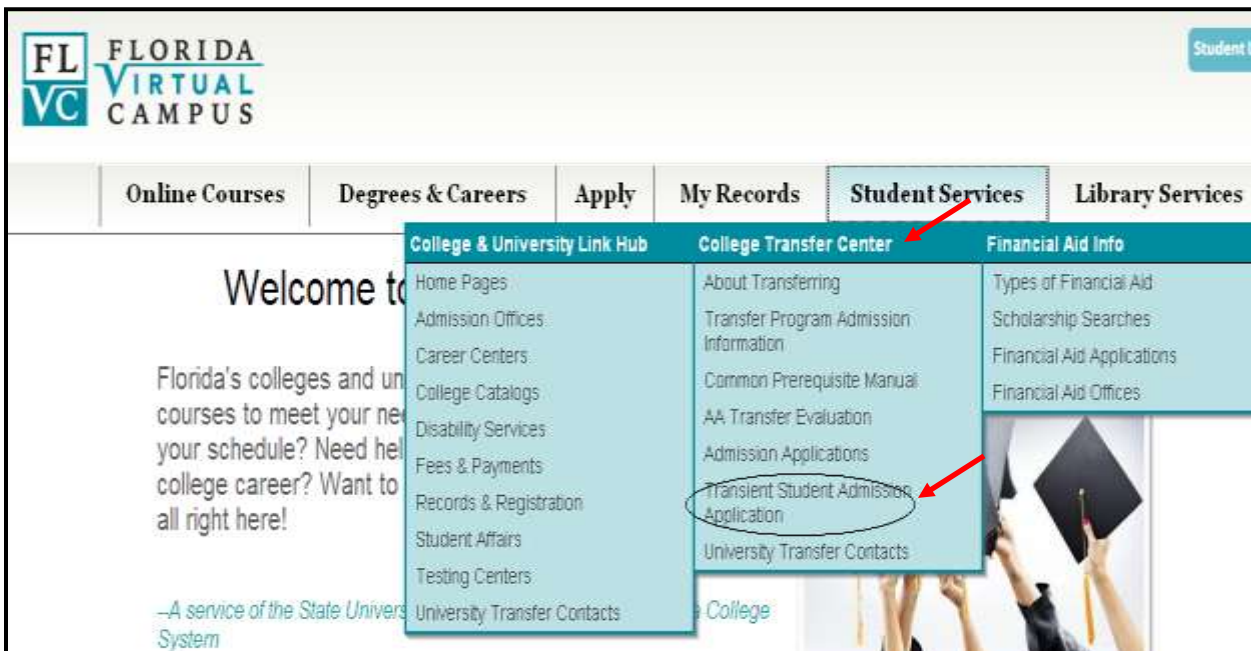


Step 1: Click on “Student Services”



Step 2: Under College Transfer Center, click on “Transient Student Admissions Application”



Step 3: This will bring the student directly to the main log in site.

- a. Please **read** information located under “Transient Student Admission Application”
- b. Click on “**log in with a Login ID**”

The screenshot shows the Florida Virtual Campus website. At the top left is the logo for Florida Virtual Campus. A navigation menu includes 'Online Courses', 'Degrees & Careers', 'Apply', 'My Records', 'Student Services', and 'Library Services'. The 'Student Services' menu item is highlighted. Below the navigation, the breadcrumb trail reads 'Student Services > College Transfer Center: Transient Student Admission Application'. The main heading is 'Transient Student Admission Application'. Below this, there is introductory text about transient students and a list of four steps to get started. At the bottom of the page, a red message states: 'You must **log in with a Login ID** to use this feature.' A red arrow points to the text 'log in with a Login ID' in this message.

Step 4: Follow steps below

Note: If student had a login account with FACTS.org, the student can use the same login information to log onto Florida Virtual Campus

- a. Enter Login ID
- b. Enter Password
- c. Click on **Log In**

The screenshot shows the login page of the Florida Virtual Campus website. At the top, a red message states: 'College or University Students must create a Login ID.' Below this, there are three input fields: 'Login ID', 'Password', and 'Log In'. Red arrows point to each of these fields. To the right of the input fields is a blue box with the text 'Need a Login ID?' and a red button labeled 'Create Account'. At the bottom of the page, there are two links: 'Forgot Login ID?' and 'Forgot password?'.

Step 5: Next screen will prompt student **(1)** to choose home school institution **(2)** to enter student ID# **(3)** to enter birth date.

- i. Click on drop down box to choose home institution
- ii. FAU students use their FAU student ID#. It is entered with a capital "Z" followed by the 8 digits
- iii. The birth date is entered as MMDDYY

Log in with your School ID and PIN/Password

Select your [home institution](#):

--- Click to choose a school. ---

Enter your student ID:

Enter your PIN/Password:

Continue

Note: If student forgot their login ID or password, they can click on “**Forgot Login ID?**” or “**Forgot password?**”

Note: If student do not have a Login ID, the student must click on “**Create Account**”

College or University Students must create a Login ID.

Login ID:

Password:

Log In

Need a Login ID?

Create Account

[Forgot Login ID?](#)
[Forgot password?](#)

Note: If students need additional guidance, please refer them to the links below.

College or University Students must create a Login ID.

Login ID:
Password:

Log In

Forgot Login ID?
Forgot password?

Need a Login ID?
Create Account

[About FLVC](#) [Help Desk](#) [FAQs](#) [Glossary](#) [Site Map](#) [Administration](#) [Privacy](#) [Copyright](#)

After the student completes the transient form:

- Each student will be notified the status of the transient student form by email from Florida Virtual Campus.
- If student was “**Not Approved**” by FAU Office of Student Financial Aid.
 - a. No further action will be taken
- If student was “**Approved**” by FAU Office of Student Financial Aid, the student will receive an additional email. This will provide the student further instructions of required documents to turn into FAU Office of Student Financial Aid.

Required documents:

- a. Transient Terms and Conditions Form
- b. Approved Transient Student Form online through www.flvc.org (Please PRINT out Online Transient Form)
- c. Copy of class schedule printed after drop/add deadline of the Host institution.
- d. Full paid receipt from HOST Institution AFTER HOST Institution drop/add date by term.

Once student submits the documents, aid will be processed for disbursement.