



Dear MVA Families,

Manhattan Virtual Academy enrollment is now open for the 2019-2020 school year. We encourage you to enroll now to reserve your spot and make it easy for your student to choose classes. We will again be using USD 383's Online Registration tool which means you will be able to register and enroll your MVA students directly from your computer via the Infinite Campus Parent Portal.

**If you have other students in USD 383** please wait for district wide online enrollment on July 15 to enroll all your students at the same time (requested by the district because of system constraints). To save your spot, **please contact our office by email or phone to pre-enroll your MVA student.**

Online enrollment is a three-step process:

1. Complete the Online Registration (OLR)
2. Pay materials fee online
3. Complete course selection

The following steps will guide you through the enrollment process:

**1. COMPLETE ONLINE REGISTRATION (OLR):**

- Click on this link: <https://portal.usd383.org/OLR/mva-returning.php>
- Sign in with your username and password. If you don't remember your username, contact the MVA office.
- If you don't know or forgot your password, you can reset it here: <https://portal.usd383.org/PasswordReset/forgotp.php>
- Scroll to the bottom of the page and on the left side is the link to MVA online registration.

**2. PAY MATERIALS FEE**

Once your registration has been processed you will receive an email with directions for paying materials fee online (credit card or eCheck).

**3. COMPLETE COURSE SELECTION**

Upon completion of the Online Registration and fee payment, you and your student will be ready to select courses for the 2019 – 2020 school year. Your student will receive an email with a link to his/her personal iPlan (Individual Plan of Study) folder and further directions for course selection.

**If you need technical assistance with your account or with online registration (OLR), please contact Ronna Olivier at the Manhattan Virtual Academy Office at 785-587-2100 extension 8073. Also let our office know if you qualify for free/reduced lunches so we can adjust your enrollment fee.**