



Dear Parent/Guardian:

Manhattan Virtual Academy enrollment for the 2020 - 2021 school year is now open. You can register and enroll your MVA students directly from your computer via the USD 383 Infinite Campus Parent Portal.

To do this you will be completing a four-step enrollment process:

1. Create an Infinite Campus Parent Portal Account (unless you already have one)
2. Complete the Online Registration (OLR)
3. Pay materials fee online
4. Complete course selection

**If you have other students in USD 383** please wait for district wide online enrollment on July 6 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.**

**The following steps will guide you through the enrollment process:**

**CREATE INFINITE CAMPUS PARENT PORTAL ACCOUNT:**

Go to the following link: <https://portal.usd383.org/OLR/mva-new.php>

Enter the information. You will be emailed a link to begin enrollment.

**COMPLETE ONLINE REGISTRATION (OLR):**

Click on the link in the email.

A new window will launch to guide you through the registration process. We will not be able to complete the registration process until we receive copies of your students records/transcripts.

**PAY MATERIALS FEE:**

**If you are new to USD 383, we will also need a copy of your immunization records and birth certificate.** Once your registration has been processed, you will receive an email with directions for paying materials fee online (credit card or eCheck). You can send them to Manhattan Virtual Academy, 2100 Poyntz Ave, Manhattan, KS 66502, fax them to 785-587-2140, or email [ronnao@usd383.org](mailto:ronnao@usd383.org).

**COMPLETE COURSE SELECTION:**

Upon completion of the Online Registration and fee payment, you and your student will be ready to select courses for the 2020 – 2021 school year. Your student will be receiving 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 creating an 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, there will be a form to fill out in July.**