



NYC Schools Account (mystudent.nyc) Set Up Guide for Parents

What is a NYC Schools Account?

NYC Schools Account (NYCSA) is a DOE application that lets you access important information about your child on any device. The website is accessible in nine languages.

Why is the NYC Schools Account important?

The NYC Schools Account allows you to view your child's grades, report cards, attendance history, test scores, transportation information, IEP information, submit COVID consent forms, track your child's progress to graduation, and more to come!

This year, a NYC Schools Account is the only way to apply and vote in the 2021 Education Council Elections.

**Let's get you signed-up for your NYC Schools Account!
Follow the steps below!**



1. Visit <https://mystudent.nyc/>

Use the dropdown box to choose your home language to be displayed on the screen.

The screenshot shows the NYC Department of Education's "NYC Schools Account" login page. At the top left is the NYC Department of Education logo. At the top right is the text "NYC Schools Account" and a language dropdown menu currently set to "English". Below the header is a welcome message: "Welcome NYC Parent or Guardian!". An orange alert banner states: "ALERT: School buildings reopen for students in grades 3K-5 and for all District 75 students the week of December 7. Learn more at schools.nyc.gov". The login section includes fields for "Email" and "Password", a checkbox for "I have read and agree to the Privacy Policy", a green "SIGN IN" button with a "Forgot your password?" link, and a purple "CREATE ACCOUNT" button with a "Learn More" link. A footer note says: "Looking for admissions information for Fall 2020? Please visit MySchools.nyc". On the right is a large image of a subway car with the text "Climb Aboard" and a quote: "Opening a New York City Schools Account is the first step to becoming more involved and supportive of your child's education!". At the bottom right of the image is the credit: "Student artwork by Elizabeth Lim, JHS 189".

This screenshot shows the same NYC Schools Account login page, but with the language dropdown menu open. A red arrow points to the menu. The menu lists the following options: العربية, বাংলা, 中文, English (highlighted), Français, Kreyòl Ayisyen, 한국어, Пускун, Español, and اردو. The rest of the page content, including the login fields, alert banner, and "Keep an Eye on Progress" section, remains the same as in the first screenshot.

2. Click “Create Account”.

Welcome NYC Parent or Guardian!

Email

Password

☐ I have read and agree to the [Privacy Policy](#).

SIGN IN

[Forgot your password?](#)

CREATE ACCOUNT

[Learn More](#)

Creating an account is as easy as 1, 2, 3!
You can get started now with just an email address and a few basic details.

Climb Aboard
Opening a New York City Schools Account is the first step to becoming more involved and supportive of your child's education!

Student artwork by Gerard Rivera, Bronx HS for the Visual Arts

3. Enter your name, cell phone number, and email, then click the “Validate Email” button.

Please provide the information below to create your NYC Schools Account. While entering this information, please do not refresh the page or use your back button.

 1. Enter your information to begin receiving notifications. You can create a basic account without an account creation code, but to link your student to the account, you'll need the code.

 2. You can get an account creation code at your school so you can add students.

 3. Once you add students, you can see test scores, attendance, transport, reading level and much more!

First Name

Last Name

Cell Phone

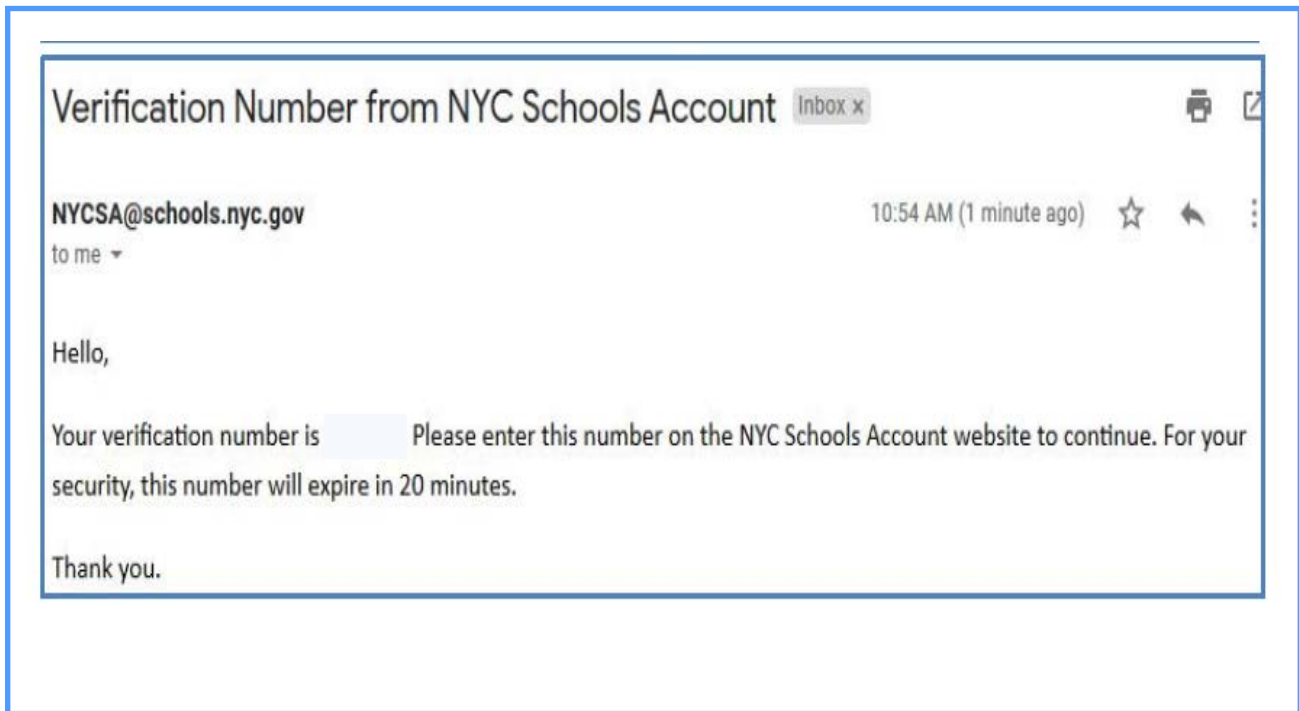
Retype Cell Phone

Email Address

VALIDATE EMAIL

Please note: By creating this account, you are permitting the DOE to send you various notifications, including for school closures (both COVID-19 related and other important announcements), and to use your information for purposes that are permitted under the Family Educational Rights and Privacy Act, New York Education Law § 3020-a.

**4. Check your email for a message from
NYCSA@schools.nyc.gov for the 6 digit code.**



**5. Enter the code into the “Email Verification Number” box.
Then click “Submit”.**

A screenshot of a registration form for the NYC Schools Account. At the top, there are three blue circular icons with white text: 1. "Enter your information to begin receiving notifications. You can create a basic account without an account creation code, but to link your student to the account, you'll need the code." 2. "You can get an account creation code at your school as you can add students." 3. "Once you add students, you can see grades, test scores, attendance, transportation, reading level and much more!" Below the icons are input fields for "First Name", "Last Name", "Cell Phone", "Retype Cell Phone", "Email Address", and "Email Verification Number". The "Email Verification Number" field is highlighted with a red box, and a red arrow points to the "SUBMIT" button below it. At the bottom, there is a green checkmark icon and the text "We have sent you an email containing a verification number. Please enter that number in the form above."

6. Create a password following the guidelines.

Create a Password

Retype Password

NEXT

Password must

- be at least eight characters long
- contain at least one number and one special character, s
- contain at least one letter

7. Select 3 security questions and provide answers. Be sure to write your **Password and Answers to the Security Questions** down and secure them in a familiar place.

Security Questions

Question 1

-- please select --

Answer

Question 2

-- please select --

Answer

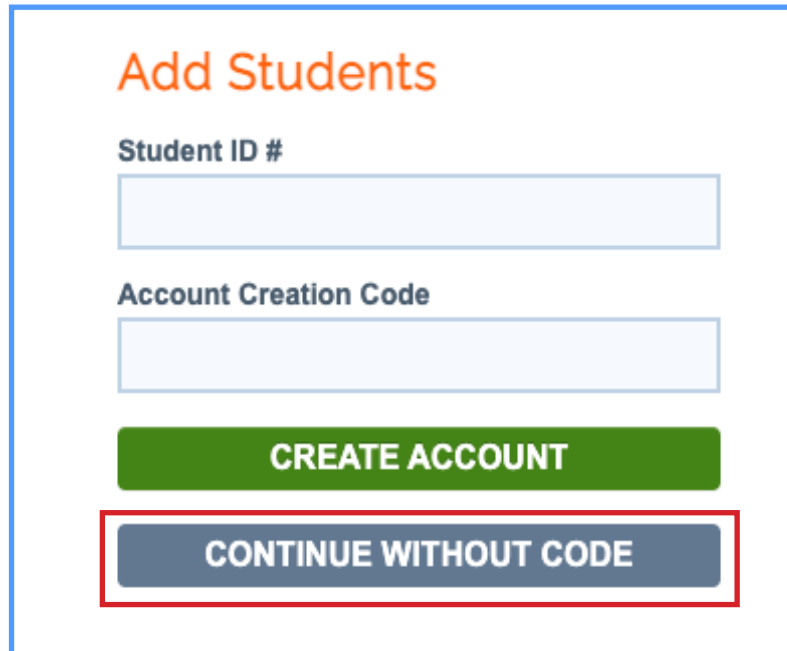
Question 3

-- please select --

Answer

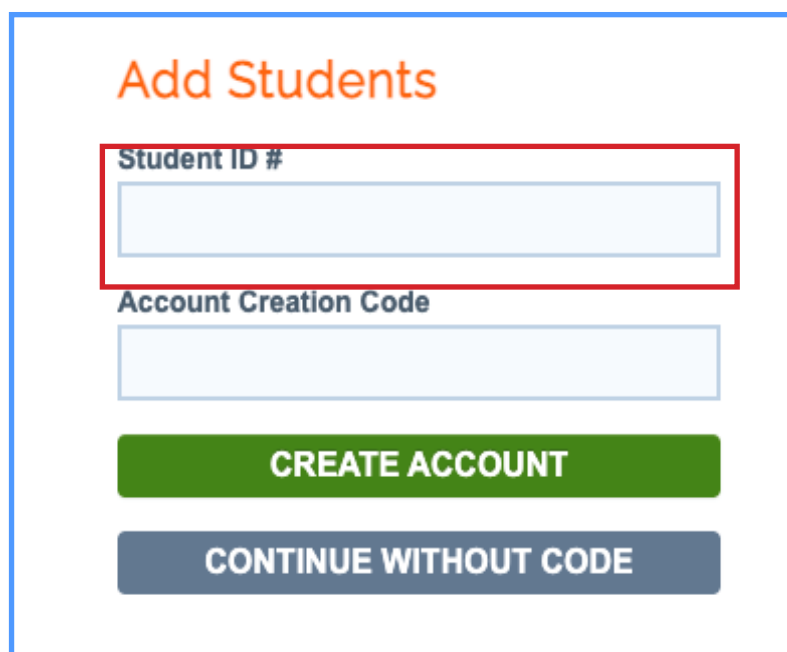
NEXT

8. If you do not have your child's Student ID # (OSIS) and Account Creation Code, you may click "Continue Without Code". Your Parent Coordinator will follow up with you to provide this information.



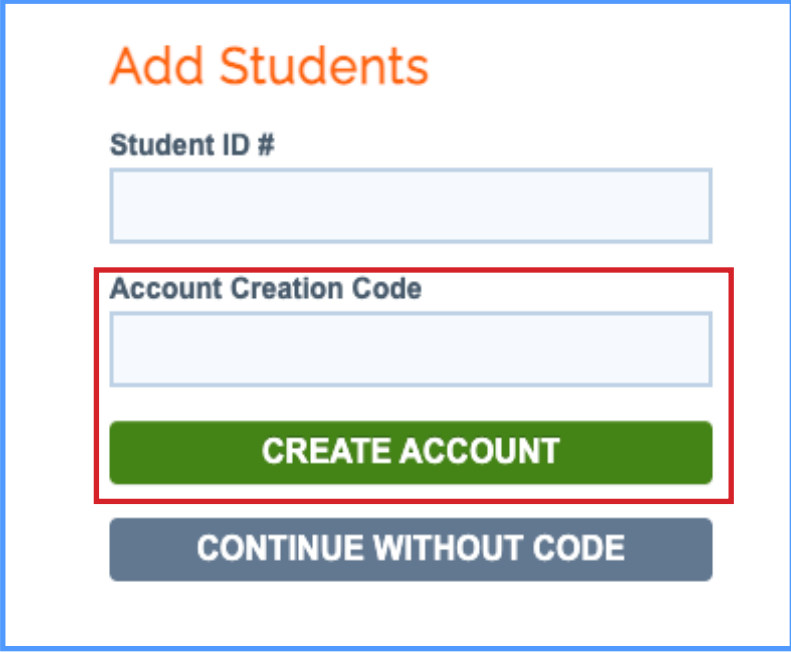
The screenshot shows a web form titled "Add Students" in orange text. Below the title are two input fields: "Student ID #" and "Account Creation Code", both with light blue borders. Under these fields are two buttons: a green "CREATE ACCOUNT" button and a grey "CONTINUE WITHOUT CODE" button. The "CONTINUE WITHOUT CODE" button is highlighted with a red rectangular border.

9. Enter each child's Student ID # (OSIS). You can also find the number on any report card or by contacting your Parent Coordinator.



The screenshot shows the same "Add Students" form. In this version, the "Student ID #" input field is highlighted with a red rectangular border. The "Account Creation Code" field, the "CREATE ACCOUNT" button, and the "CONTINUE WITHOUT CODE" button are visible but not highlighted.

10. Enter your Account Creation Code provided by your Parent Coordinator (via email). Then click on “Create Account”.



The screenshot shows a web form titled "Add Students" in orange text. Below the title, there is a label "Student ID #" followed by a light blue input field. Below that is a label "Account Creation Code" followed by another light blue input field. A red rectangular box highlights the "Account Creation Code" input field and the two buttons below it: a green "CREATE ACCOUNT" button and a grey "CONTINUE WITHOUT CODE" button. The entire form is enclosed in a blue rectangular border.

11. Congratulations! You have successfully created your account!



The screenshot shows a confirmation page for the NYC Department of Education. At the top left is the "NYC Department of Education" logo. At the top right is the text "NYC Schools Account". Below the logo, the word "Success" is displayed in orange. A message states: "You have successfully created an account for [redacted] My Account screen." To the right of this message, it says "Sign in to begin using your account or to add students on the Manage". At the bottom left, there is a green button labeled "SIGN IN". The entire page is enclosed in a blue rectangular border.

12. Sign in to begin using your account and view your child's information.

The screenshot shows the NYC Schools Account dashboard. At the top left is the NYC Department of Education logo. To the right is the title "NYC Schools Account". Below this is a navigation bar with links: HOME, ACADEMICS, ATTENDANCE, SCHEDULE, HEALTH, TRANSPORTATION, and DETAILS. Below the navigation bar is a "Welcome," message and a row of links: Messages, Manage Account, English, and Sign Out. A large green banner contains two announcements about the Community Education Council (CEC) elections. Below the banner is a grid of 11 icons representing different school-related services: Grades, Assessments, Reading Level, Promotion Tracker, Graduation Tracker, Student Documents, IEP, Attendance, Schedule, Health, Transportation, Guardians, Enrollment, and Student.

NYC Department of Education **NYC Schools Account**

HOME ACADEMICS ATTENDANCE SCHEDULE HEALTH TRANSPORTATION DETAILS

Welcome, [Messages](#) [Manage Account](#) [English](#) [Sign Out](#)

✓ Apply this month to become a member of your local [Community Education Council \(CEC\)](#). Help shape the education of NYC students by holding public hearings, reviewing and evaluating your district's educational programs, approving zoning lines and much more!

✓ Voting is open now for [CEC Members \(Community Education Council\)](#). Let your voice be heard in electing local officials who help shape policies and priorities for NYC schools. As a NYC Schools Account holder, voting has never been easier!

Grades **Assessments** **Reading Level**

Promotion Tracker **Graduation Tracker** **Student Documents**

IEP **Attendance** **Schedule**

Health **Transportation** **Guardians**

Enrollment **Student**