



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. The header includes the NYC logo and the text "NYC Schools Account". A language dropdown menu is set to "English". The main heading is "Welcome NYC Parent or Guardian!". Below this is an orange alert box stating: "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 form consists of "Email" and "Password" input fields, a checkbox for "I have read and agree to the Privacy Policy.", a green "SIGN IN" button, a link for "Forgot your password?", a purple "CREATE ACCOUNT" button, and a link for "Learn More". A large student artwork of a subway train car is featured on the right, with the text "Climb Aboard" and "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 left, a link for admissions information is provided.

NYC Department of Education

NYC Schools Account

English

Welcome NYC Parent or Guardian!

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.

Email

Password

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

SIGN IN

[Forgot your password?](#)

CREATE ACCOUNT

[Learn More](#)

Looking for admissions information for Fall 2020? Please visit [MySchools.nyc](#).

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 Elizabeth Lim, J.H.S. 18g

This screenshot is identical to the one above, but with the language dropdown menu open. A red arrow points to the menu, which lists the following options: العربية, বাংলা, 中文, English (highlighted), Français, Kreyòl Ayisyen, 한국어, Русский, Español, and اردو. The main heading "Welcome NYC Parent or Guardian!" and the alert box remain the same. The student artwork on the right is now a portrait of a person made of dots, with the text "Keep an Eye on Progress" and "After linking your student, you can monitor things like grades, test scores, attendance, transportation, reading level, and much more!".

NYC Department of Education

NYC Schools Account

English

Welcome NYC Parent or Guardian!

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.

Email

Password

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

SIGN IN

[Forgot your password?](#)

CREATE ACCOUNT

[Learn More](#)

Looking for admissions information for Fall 2020? Please visit [MySchools.nyc](#).

Keep an Eye on Progress

After linking your student, you can monitor things like grades, test scores, attendance, transportation, reading level, and much more!

Student artwork by Megan LaCognata, Scholars' Academy

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, transportation, reading level and much more!

First Name

Last Name

Cell Phone

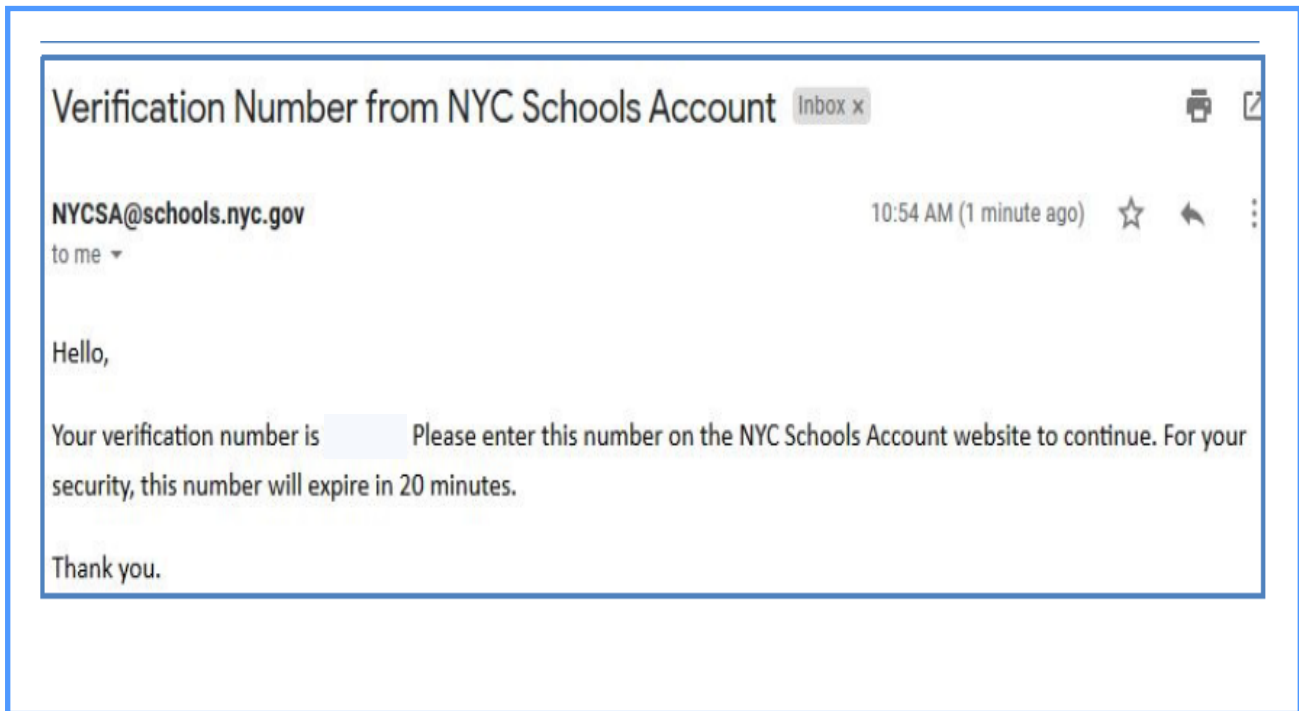
Retype Cell Phone

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, and the New York State 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 NYC Schools Account. At the top, there are three circular icons with corresponding instructions: 1. Enter your information to begin receiving notifications. 2. You can get an account creation code at your school so you can add students. 3. Once you add students, you can see grades, test scores, attendance, transportation, reading level and much more! The form fields are: 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 border. Below it is a green 'SUBMIT' button, which is also pointed to by a red arrow. At the bottom, there is a link 'Send New Email Verification Number' and a green checkmark icon with 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

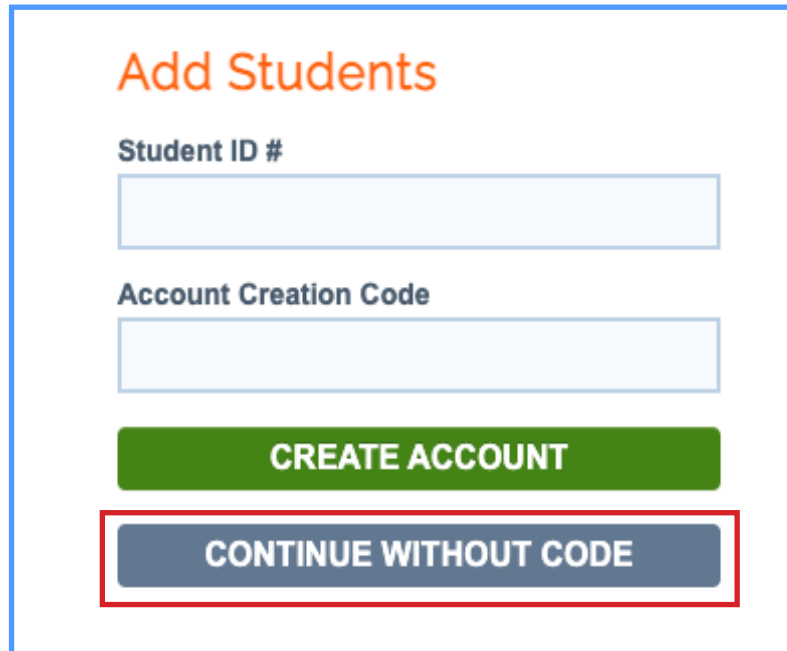
Question 3

-- please select --

Answer

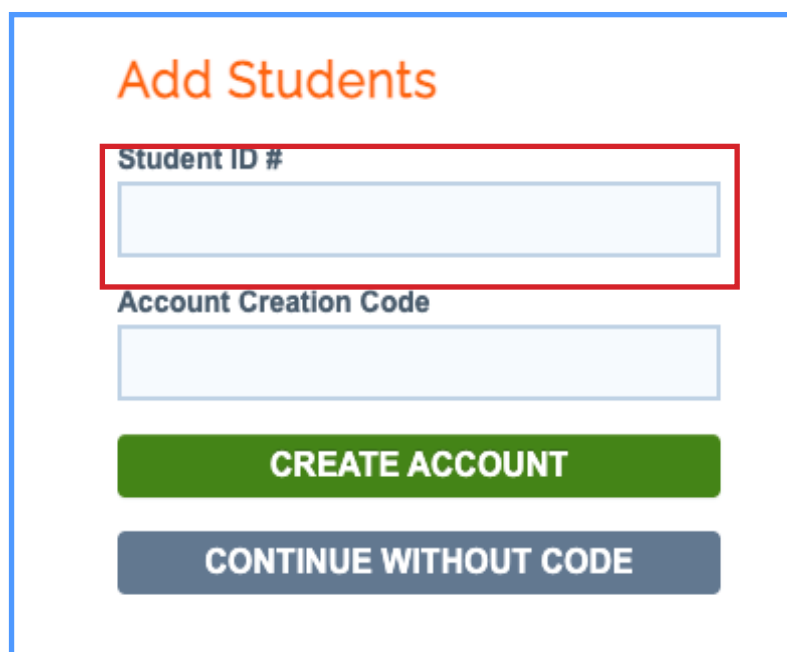
NEXT

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.



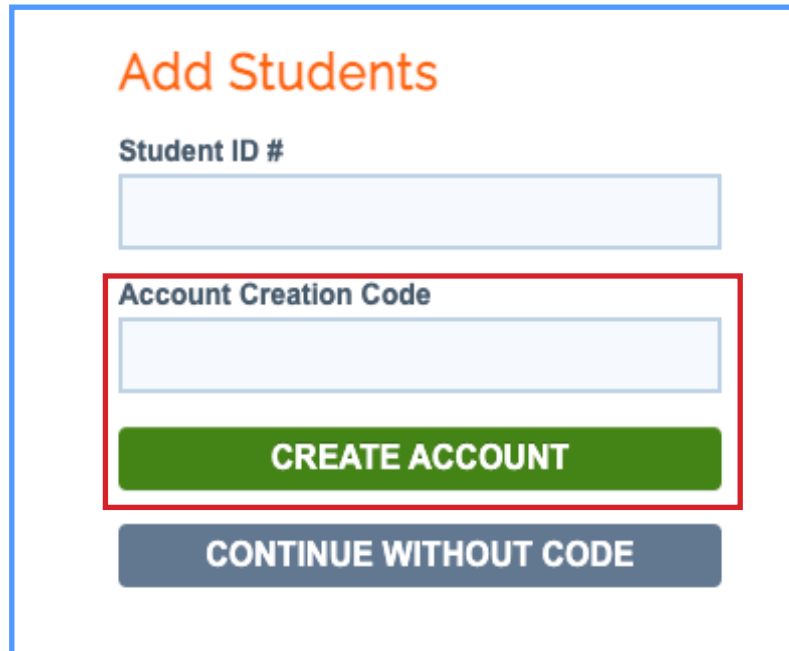
The screenshot shows a web form titled "Add Students" in orange text. Below the title are two input fields: "Student ID #" and "Account Creation Code", both with light blue borders. Under these fields are two buttons: a green "CREATE ACCOUNT" button and a grey "CONTINUE WITHOUT CODE" button. The "CONTINUE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



This screenshot shows the same "Add Students" form. In this instance, 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”.



Add Students

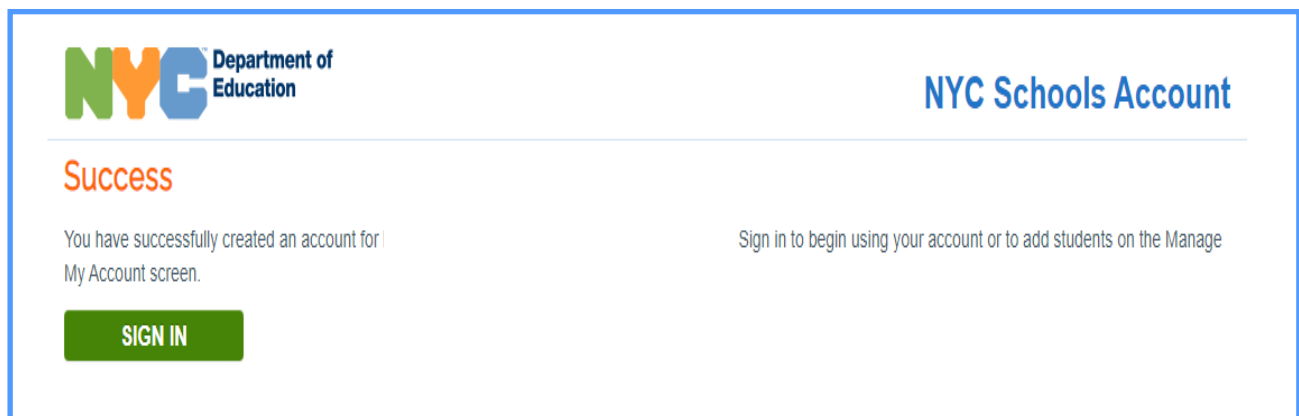
Student ID #

Account Creation Code

CREATE ACCOUNT

CONTINUE WITHOUT CODE

11. Congratulations! You have successfully created your account!



NYC Department of Education

NYC Schools Account


Success

You have successfully created an account for My Account screen.

SIGN IN

Sign in to begin using your account or to add students on the Manage

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



NYC Schools Account

HOMEACADEMICSATTENDANCESTUDENTHEALTHTRANSPORTATIONDETAILS

Welcome,

Messages 22Manage AccountEnglishSign 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