



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.

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](https://myschools.nyc.gov).

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. 189

NYC Department of Education

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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

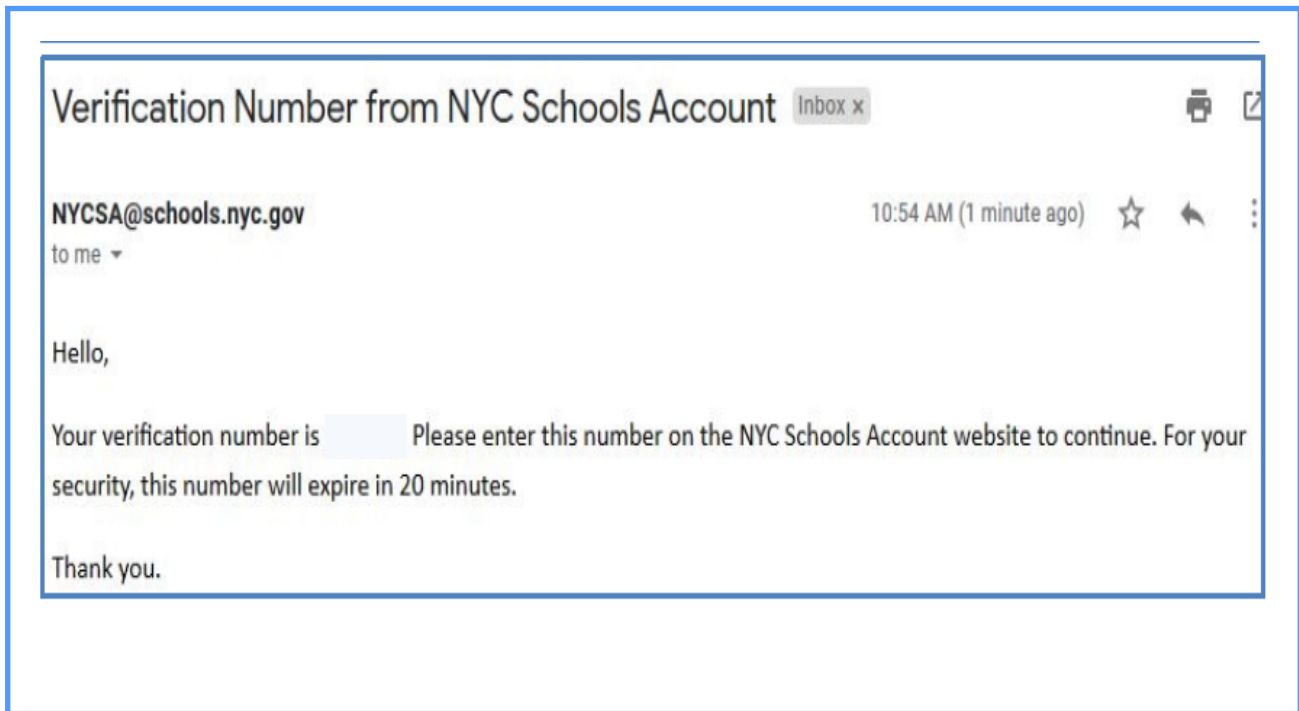
Retype Cell Phone

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 § 87(2)(b).


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”.

 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.

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First Name

Last Name

Cell Phone

Retype Cell Phone

Email Address

Email Verification Number

[Send New Email Verification Number](#)

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

Password must

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

NEXT

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

Answer

Question 2

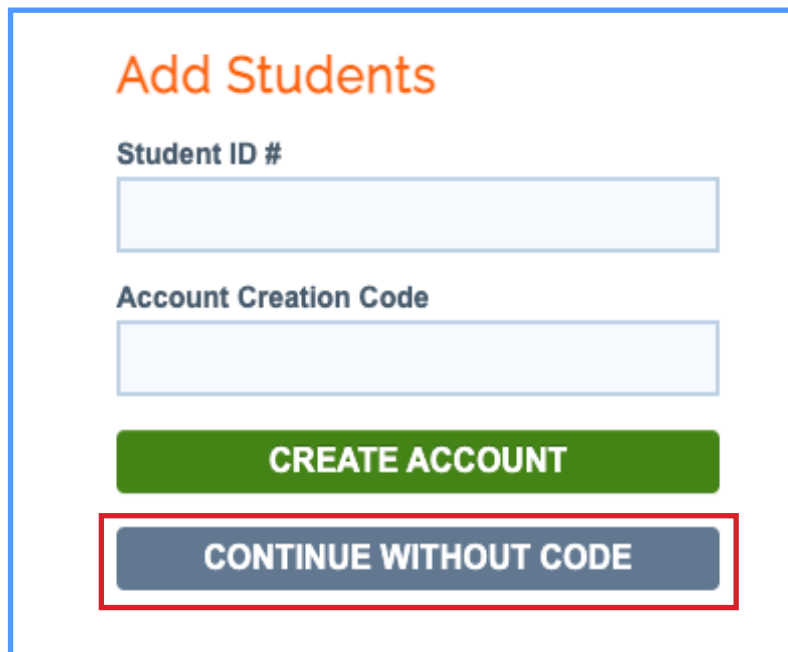
Answer

Question 3

Answer

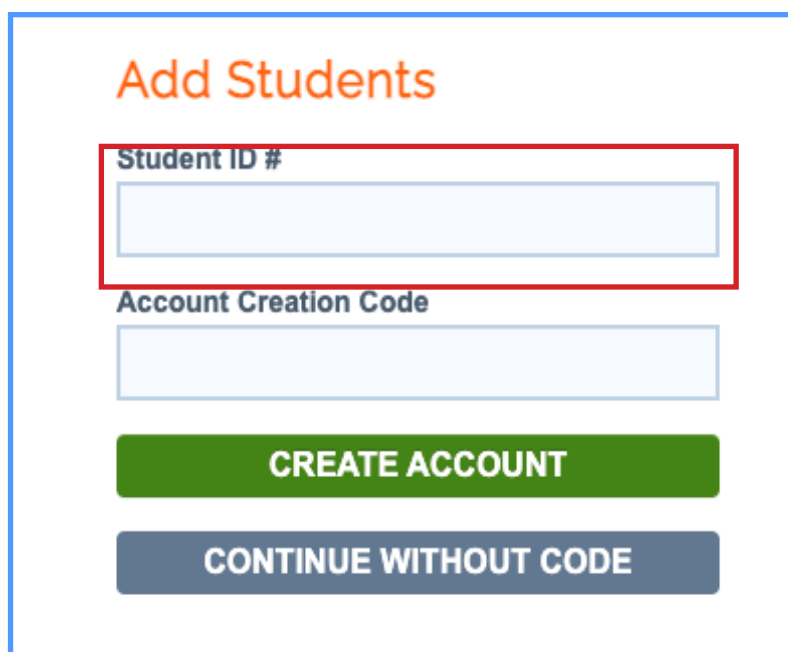
NEXT

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.



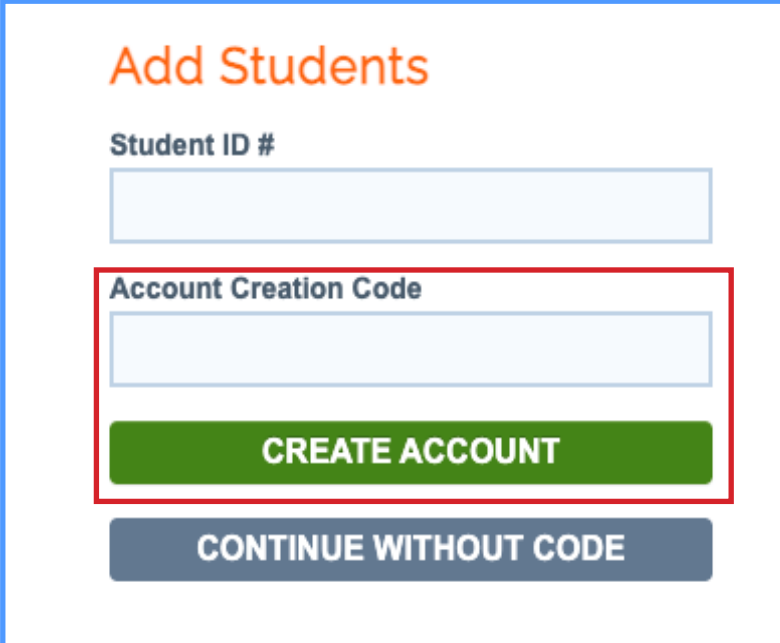
The screenshot shows a form titled "Add Students" in orange text. Below the title are two input fields: "Student ID #" and "Account Creation Code", both with light blue borders. Below these fields are two buttons: a green "CREATE ACCOUNT" button and a grey "CONTINUE WITHOUT CODE" button. The "CONTINUE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



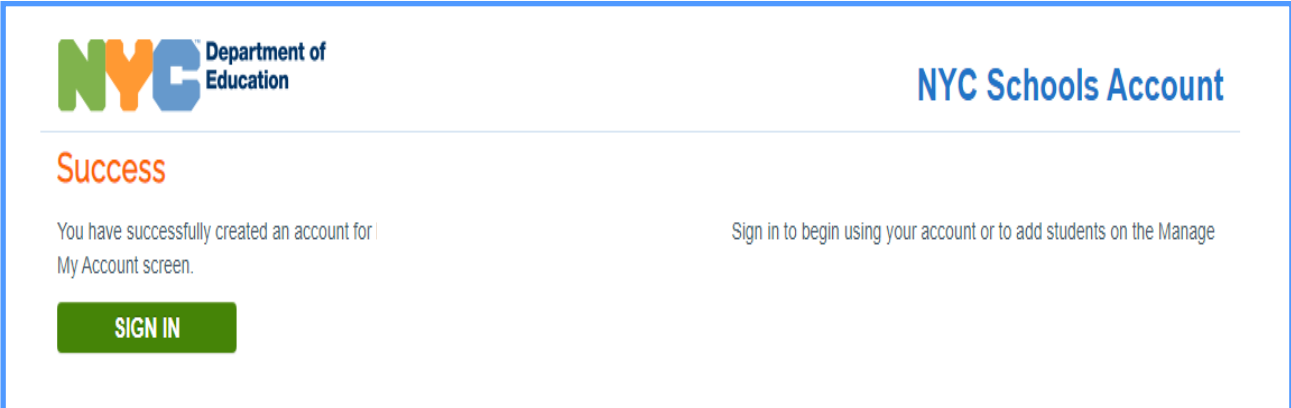
The screenshot shows the same "Add Students" form. In this version, the "Student ID #" input field is highlighted with a red rectangular border. The "CONTINUE WITHOUT CODE" button is no longer highlighted.

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 are two input fields: "Student ID #" and "Account Creation Code". The "Account Creation Code" field and the "CREATE ACCOUNT" button below it are enclosed in a red rectangular box. Below the "CREATE ACCOUNT" button is a "CONTINUE WITHOUT CODE" button.

11. Congratulations! You have successfully created your account!



The screenshot shows the "NYC Schools Account" success page. In the top left corner is the NYC Department of Education logo. In the top right corner, it says "NYC Schools Account". Below the logo, the word "Success" is written in orange. Underneath, a message reads: "You have successfully created an account for 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 "SIGN IN" button.

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

The screenshot displays the NYC Schools Account interface. At the top left is the NYC Department of Education logo. The page title is "NYC Schools Account". A navigation bar includes links for HOME, ACADEMICS, ATTENDANCE, SCHEDULE, HEALTH, TRANSPORTATION, and DETAILS. Below the navigation bar, a "Welcome," message is followed by utility links: Messages (22), Manage Account, English, and Sign Out.

A green callout box contains two announcements:

- ✓ 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!

The main content area features a grid of 14 service tiles, each with an icon and a label:

- Grades (Icon: letter A in a circle)
- Assessments (Icon: document with checkmark)
- Reading Level (Icon: open book)
- Promotion Tracker (Icon: bar chart with upward arrow)
- Graduation Tracker (Icon: graduation cap with checkmark)
- Student Documents (Icon: document with letter A)
- IEP (Icon: hands holding a heart)
- Attendance (Icon: clock face)
- Schedule (Icon: calendar)
- Health (Icon: caduceus symbol)
- Transportation (Icon: school bus)
- Guardians (Icon: two people silhouettes)
- Enrollment (Icon: school building)
- Student (Icon: person silhouette)