

# How to create a NYC Schools Account for your Pre-K Child!

Easy step by step instructions!



# What is a NYC Schools Account?

A NYC Schools account is a tool for parents to use for multiple purposes.

Parents may view grades, IEP, test scores, attendance, transportation and reading level. Additional tools will be added in the future.

Parents of Pre-K students especially need to open their account in readiness for participation in the 2021 Education Council Elections

# Who may open a NYC Schools Account?

The family of every child enrolled as a student in the NYC Department of Education needs to open a NYC Schools account. A parent does not need an account for each child. A parent needs one account and they may add more than one child to their account.

!

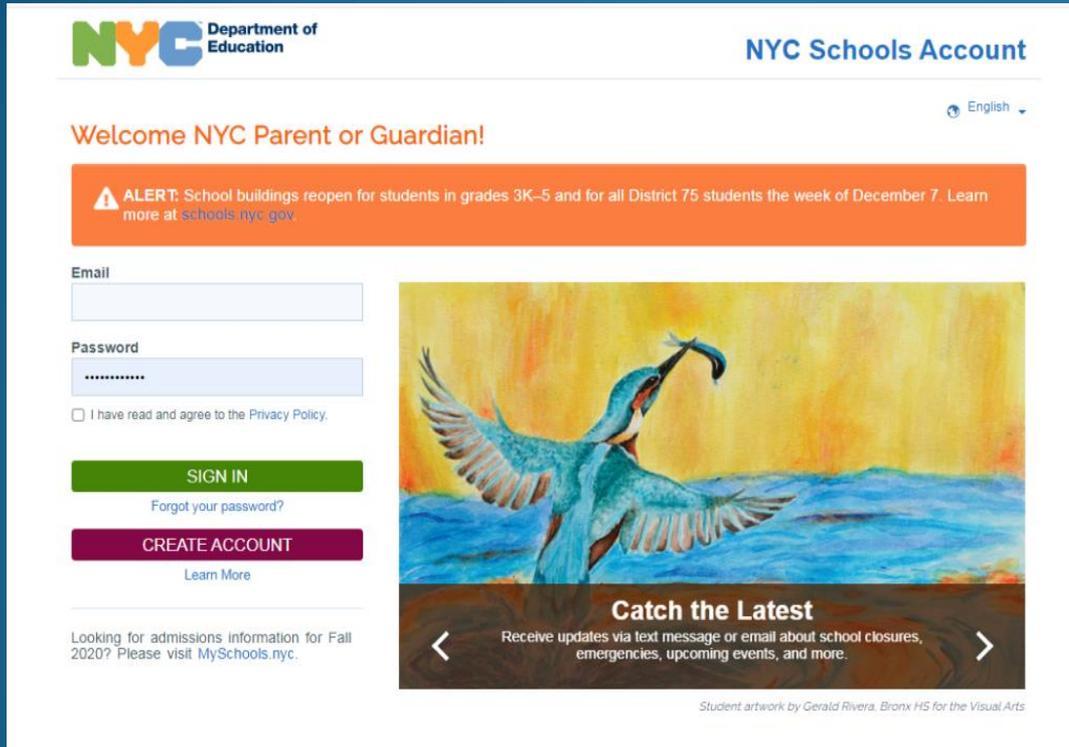
# How can parents and guardians open a NYC Schools Account?

Parents may begin by visiting

[www.mystudent.nyc](http://www.mystudent.nyc)

!

Parents will see the following screen. Please click on  
“CREATE ACCOUNT”

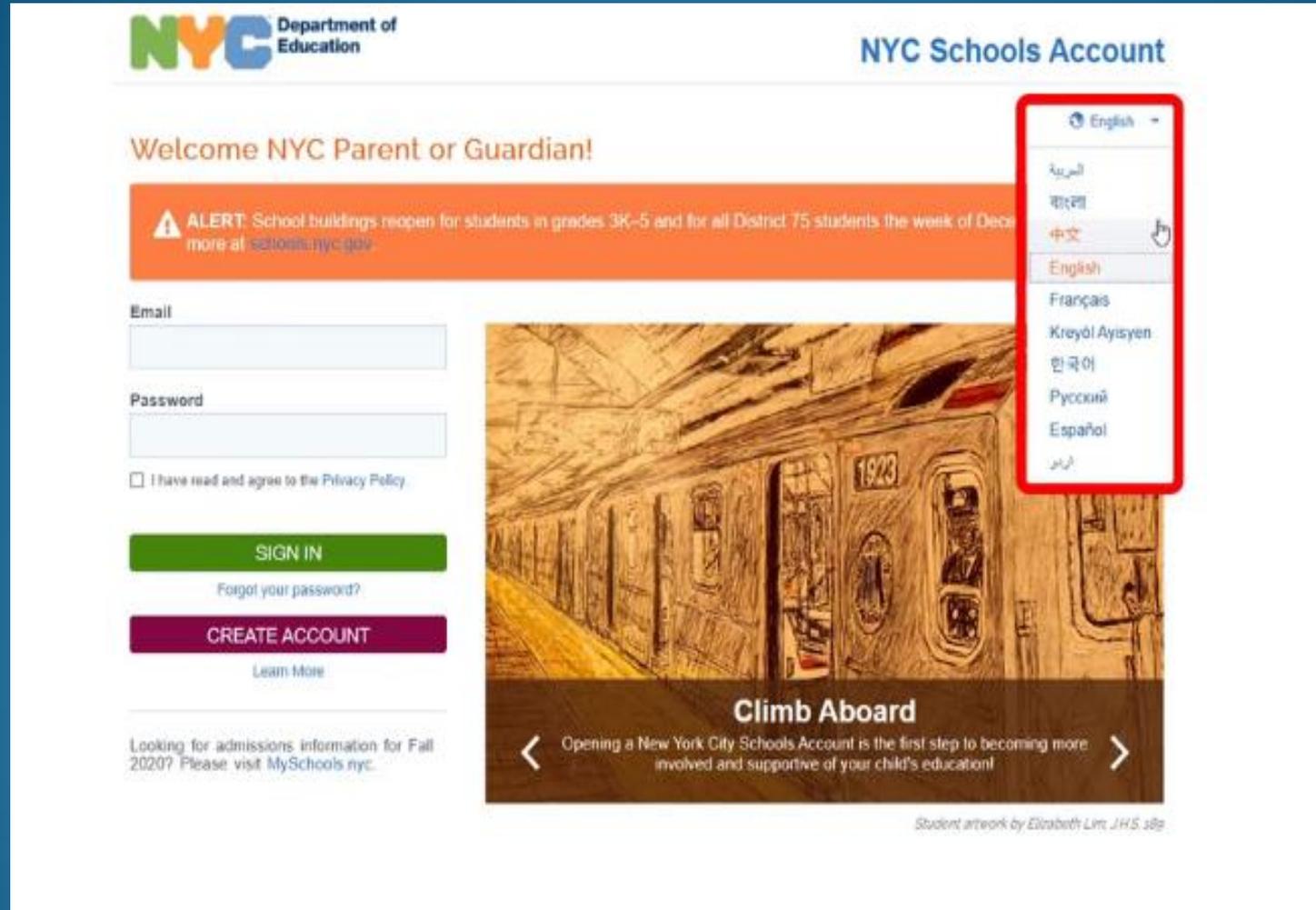


Desktop



Phone

# Parents may choose their preferred language.



The screenshot displays the NYC Department of Education's "NYC Schools Account" login page. At the top left is the NYC Department of Education logo. The page title "NYC Schools Account" is in the top right. A "Welcome NYC Parent or Guardian!" message is centered. Below it is an orange alert banner: "ALERT: School buildings reopen for students in grades 3K-5 and for all District 75 students the week of Dec 14. more at [schools.nyc.gov](https://schools.nyc.gov)".

The login form includes fields for "Email" and "Password", a checkbox for "I have read and agree to the Privacy Policy", and buttons for "SIGN IN" (green) and "CREATE ACCOUNT" (purple). A link "Forgot your password?" is below the sign-in button, and "Learn More" is below the create account button.

A language selection dropdown menu is open on the right, highlighted with a red border. It shows "English" selected, with other options: العربية, বাংলা, 中文, English, Français, Kreyòl Ayisyen, 한국어, Русский, Español, and العربية.

Below the form is a large image of a subway car interior with the text "Climb Aboard" and a message: "Opening a New York City Schools Account is the first step to becoming more involved and supportive of your child's education!". A small caption at the bottom right reads "Student artwork by Elizabeth Lim, JHS 189".

# Enter all information to create a basic account.

## Create Account

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

**First Name**

**Last Name**

**Cell Phone**

**Retype Cell Phone**

**Email Address**

**VALIDATE EMAIL**



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!

**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 otherwise) and for 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 2-d, and other relevant laws.

# Check your email for the verification number. Add it and 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.

**First Name**

**Last Name**

**Cell Phone**

**Retype Cell Phone**

**Email Address**

**Email Verification Number**

**SUBMIT**



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



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# Create your password

## Create Account

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

### Create a Password

### Retype Password

**NEXT**



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



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### Password must

- be at least eight characters long
- contain at least one number and one special character, such as !, @, #, \$, %, ^, &, \*
- contain at least one letter

# Create security questions

## Security Questions

Question 1

-- please select --

Answer

Question 2

-- please select --

Answer

Question 3

-- please select --

Answer

**NEXT**

# Add your child's student ID

Student ID numbers are also known as OSIS numbers. Parents may find their child's ID/OSIS on the creation code authorization letter sent home to all parents.

If they do not have the authorization letter on hand, they may also find the ID/OSIS number by going on their child's Operoo account, calling their child's Pre-K center office, or by emailing our Parent Coordinator- Cloccisano@schools.nyc.gov

NYC Schools AccountEnglish

### Add Students

Student ID #

Account Creation Code

**CREATE ACCOUNT**

**CONTINUE WITHOUT CODE**

The Student ID # is printed on your child's report card. It has nine digits.

If you were invited by a parent or guardian, the Account Creation Code was in the invitation email. Otherwise, your school sent a letter home with your child that included the Account Creation Code. To receive the letter again, you can ask your school to send it home with your child.

## Add your child's creation code:

All parents will receive an authorization letter with their child's creation code. If a parent does not receive the document, please contact [Cloccisano@schools.nyc.gov](mailto:Cloccisano@schools.nyc.gov). Parents may also continue to create their account without the OSIS number or creation code and they may add it later when the information is at hand.

NYC Schools AccountEnglish

### Add Students

Student ID #

The Student ID # is printed on your child's report card. It has nine digits.

Account Creation Code

If you were invited by a parent or guardian, the Account Creation Code was in the invitation email. Otherwise, your school sent a letter home with your child that included the Account Creation Code. To receive the letter again, you can ask your school to send it home with your child.

CREATE ACCOUNT

CONTINUE WITHOUT CODE

# Your account is now created!



NYC Schools Account

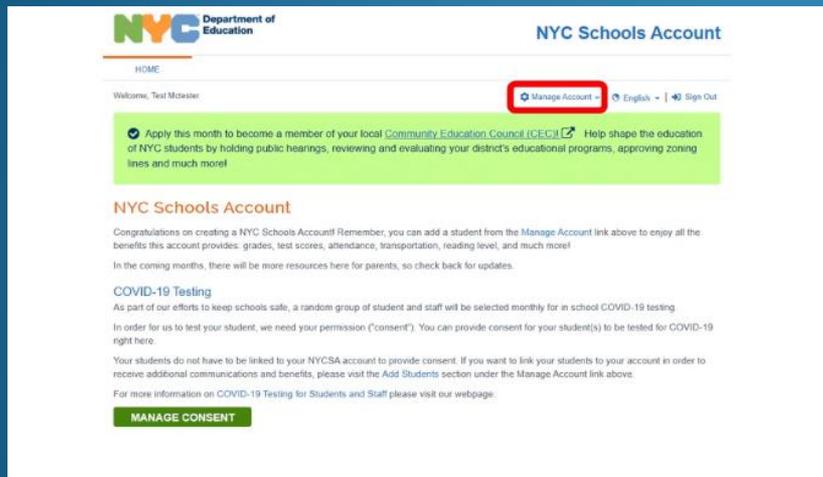
## Success

You have successfully created an account for [redacted] (test.mctester11111@gmail.com) and the student [redacted]. Sign in to begin using your account or to add additional students on the Manage My Account screen.

[SIGN IN](#)

Once parents have the ID/OSIS and their child's creation code, they may take this opportunity to add their child to the account if they did not do so already.

First click on 'Manage Account' and then click on 'Add Student'



# Add the student's ID/OSIS and creation code. Your child will now be added to the account.

The screenshot shows the 'Add Students' form in the NYC Schools Account interface. The form has two input fields: 'Student ID #' and 'Account Creation Code'. Both fields are currently empty. Below the fields are two buttons: 'SAVE' and 'CANCEL'. A red rectangular box highlights the 'Student ID #' and 'Account Creation Code' fields. To the right of the form, there is explanatory text: 'The Student ID # is printed on your child's report card. It has nine digits. If you were invited by a parent or guardian, the Account Creation Code was in the invitation email. Otherwise, your school sent a letter home with your child that included the Account Creation Code. To receive the letter again, you can ask your school to send it home with your child.'

The screenshot shows the 'Add Students' form after a successful submission. The 'Student ID #' field now contains the value '123456789' and the 'Account Creation Code' field contains '1A1B1C1D'. Below the 'SAVE' and 'CANCEL' buttons, a red rectangular box highlights a green message box that says: 'You have successfully added the student to your account.'

Please confirm that the parent/guardian name is yours after adding the creation code.

**NYC** Department of Education

Schools Account

English --

**Add Students**

Student ID #

Account Creation Code

**CREATE ACCOUNT**

**CONTINUE WITHOUT CODE**

**Please Confirm**

The Account Creation Code you entered is associated with the following guardian name:

**TEST MCTESTER**

If this is not you, please click cancel and try again with the correct Account Creation Code.

**CANCEL** **PROCEED**

# Parents will now have access to their child's information.

The screenshot displays the NYC Schools Account website. At the top left is the NYC Department of Education logo. The top right corner features the text "NYC Schools Account". A navigation bar below the logo includes links for HOME, ACADEMICS, ATTENDANCE, SCHEDULE, HEALTH, TRANSPORTATION, and DETAILS. Below the navigation bar, a welcome message reads "Welcome, Test McTester. You're viewing [dropdown]". To the right of the welcome message are links for Messages, Manage Account, English, and Sign Out. A green banner contains two announcements: one about applying to become a member of the local Community Education Council (CEC) and another about voting for CEC Members. Below the banner is a grid of 12 icons, each representing a different service: Grades, Assessments, Reading Level, Promotion Tracker, Graduation Tracker, Student Documents, IEP, Attendance, Schedule, Health, Transportation, and Guardians.

**NYC** Department of Education

NYC Schools Account

HOME ACADEMICS ATTENDANCE SCHEDULE HEALTH TRANSPORTATION DETAILS

Welcome, Test McTester. You're viewing [dropdown] 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

For further tutorial and information on how to open a NYC Schools Account, please go to

<https://vimeo.com/497731682>