



2021 Education Council Elections

**Run. Serve. Lead.**

## NYC Schools Account ([mystudent.nyc](https://mystudent.nyc)) Set Up Guide for Parents



**With an NYC Schools Account,** you can view your child's Report Cards, Attendance, Test Scores, Transportation Schedules, Graduation Tracker and much more!

Also, an NYC Schools Account is the only way to apply and vote in the 2021 Education Council Elections.

# 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". Below the header, a welcome message "Welcome NYC Parent or Guardian!" is displayed. An orange alert box contains a warning icon and text: "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](\"https://schools.nyc.gov\")." Below the alert, there are input fields for "Email" and "Password", a checkbox for "I have read and agree to the Privacy Policy.", and two buttons: "SIGN IN" (green) and "CREATE ACCOUNT" (purple). A link "Forgot your password?" is also present. Below the buttons, a link "Learn More" is shown. At the bottom left, a note says: "Looking for admissions information for Fall 2020? Please visit [MySchools.nyc](\"https://myschools.nyc\")." On the right, there is a large image of a subway car with the text "Climb Aboard" and a sub-headline: "Opening a New York City Schools Account is the first step to becoming more involved and supportive of your child's education!". A red arrow points from the language dropdown menu to the "Climb Aboard" section.

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

Email

Password

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

**SIGN IN**

[Forgot your password?](#)

**CREATE ACCOUNT**

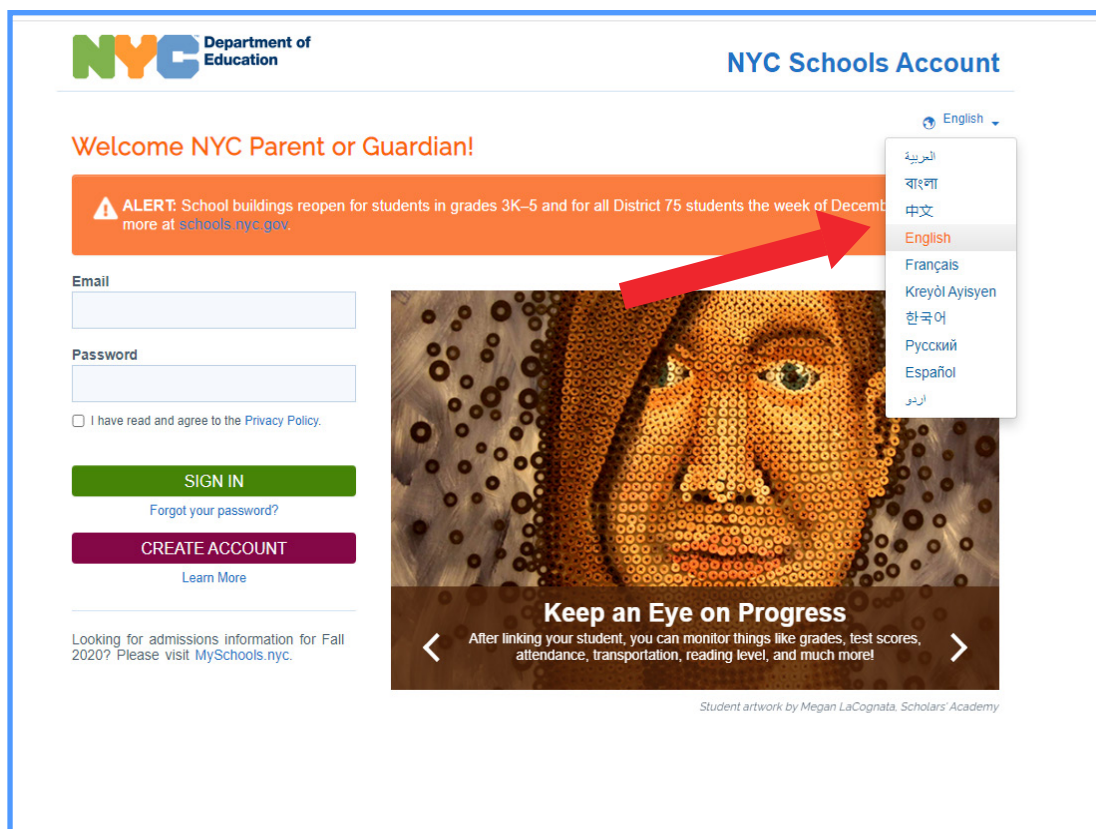
[Learn More](#)

Looking for admissions information for Fall 2020? Please visit [MySchools.nyc](https://myschools.nyc).

**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*



The screenshot shows the same NYC Schools Account login page, but with the language dropdown menu open. The menu lists the following options: العربية, বাংলা, 中文, English (highlighted), Français, Kreyòl Ayisyen, 한국어, Русский, Español, and اردو. A red arrow points from the "Climb Aboard" section to the language dropdown menu.

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](https://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).

**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**

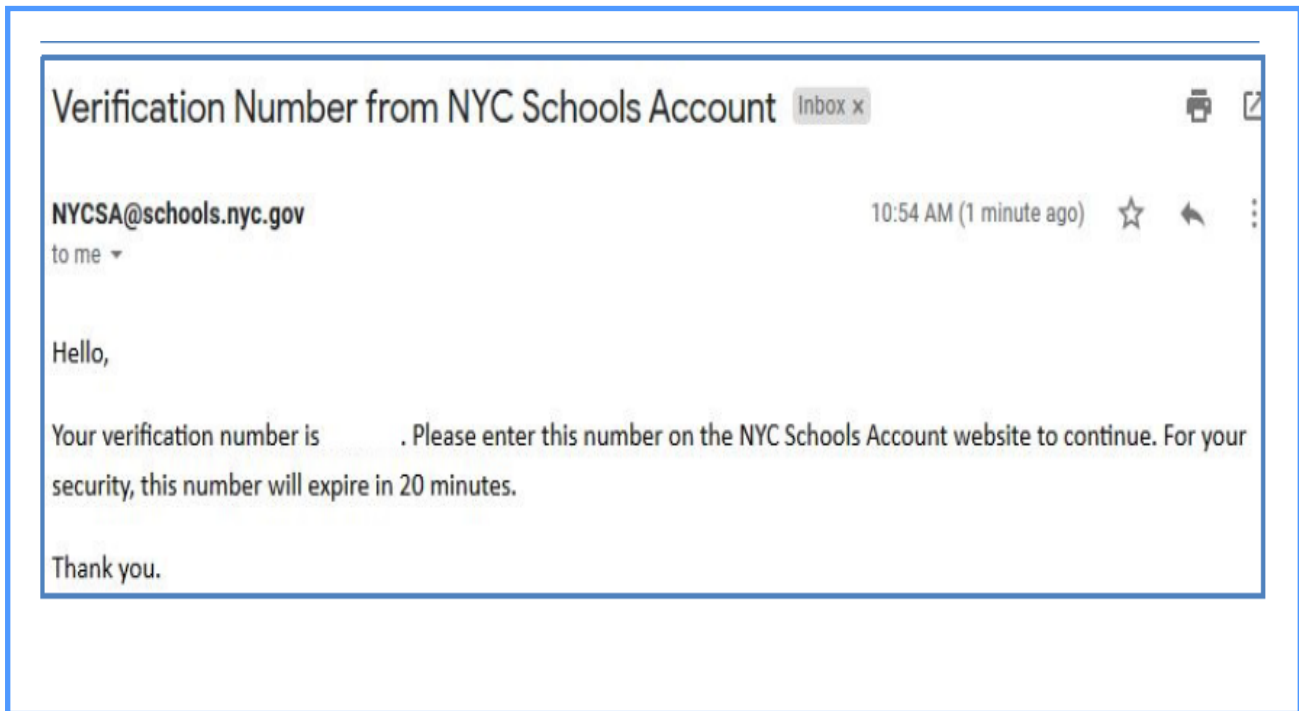
**Retype Cell Phone**

**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”.**

The form contains the following fields and elements:

- First Name:
- Last Name:
- Email Address:
- Email Verification Number:  (This field and the button below it are enclosed in a red rectangular box.)
- SUBMIT: A green button with white text.
- Send New Email Verification Number: A link below the SUBMIT button.

## 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

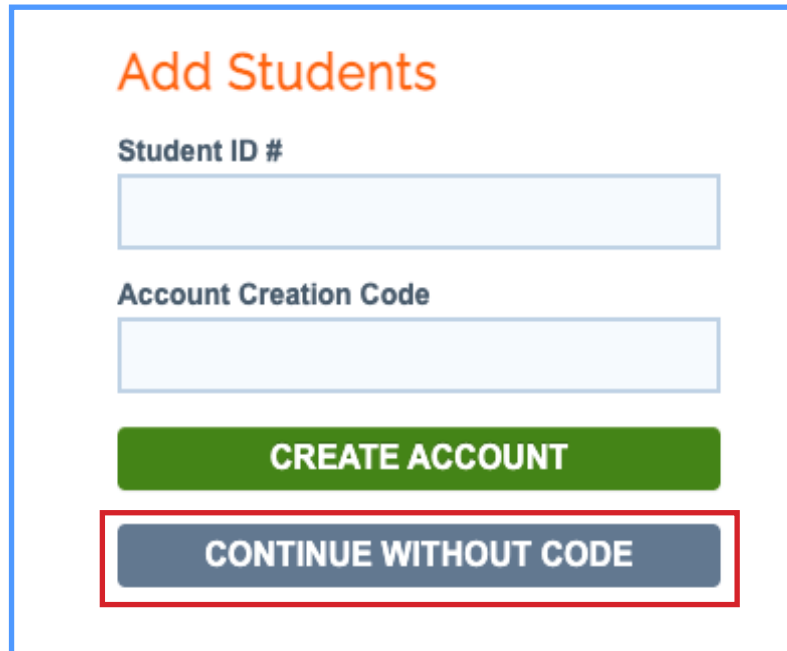
Question 3

-- please select --

Answer

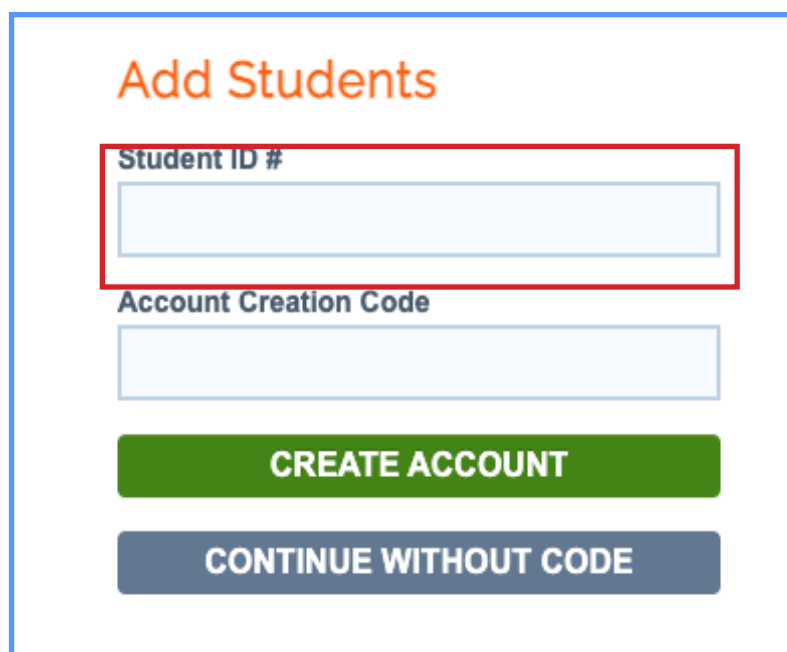
NEXT

**8. If you do not have your OSIS # and Account Creation Code, you may click on “Continue Without Code.”** Your Parent Coordinator will follow up with you to provide the 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.

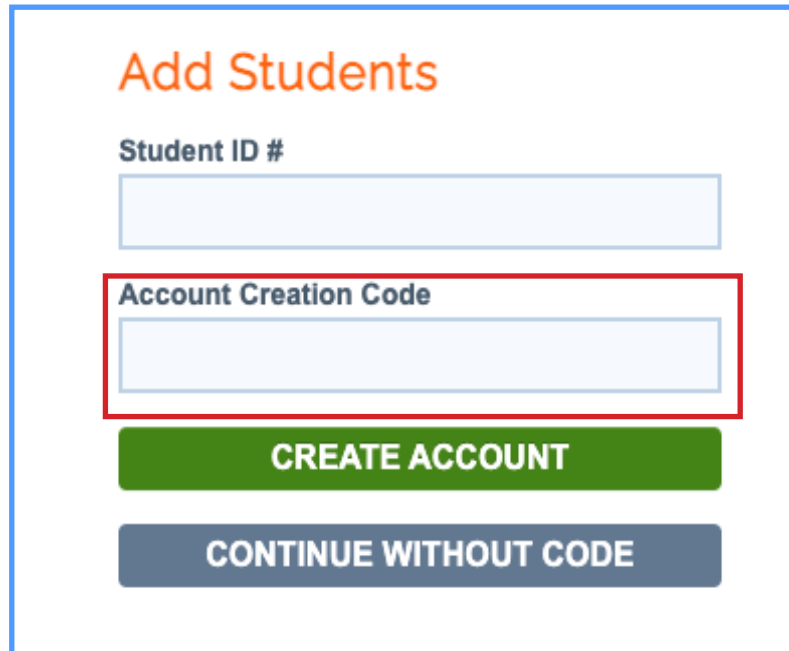
**9. Enter each child’s student ID # (OSIS).** You can also find the number on any report card or by contacting your Parent Coordinator.



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**

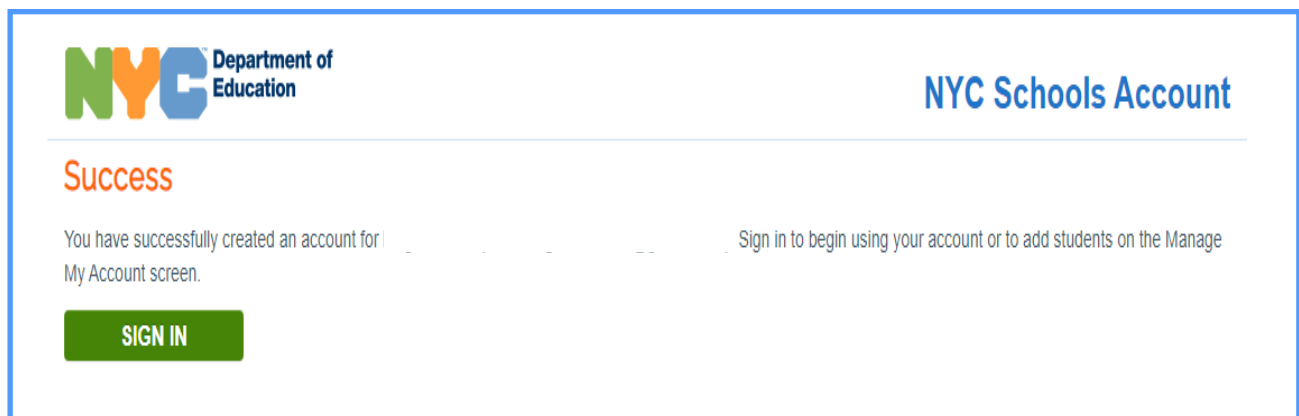
Student ID #

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 [redacted]. Sign in to begin using your account or to add students on the Manage My Account screen.

**SIGN IN**

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



NYC Schools Account

HOME

ACADEMICS ▾

ATTENDANCE

SCHEDULE

HEALTH

TRANSPORTATION

DETAILS ▾


Welcome, Walter Lastname41 You're viewing Lilla Baptiste ▾


Messages 22


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

8.