



NYC Schools Account (schoolsaccount.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 ten languages.

Why is the NYC Schools Account important?

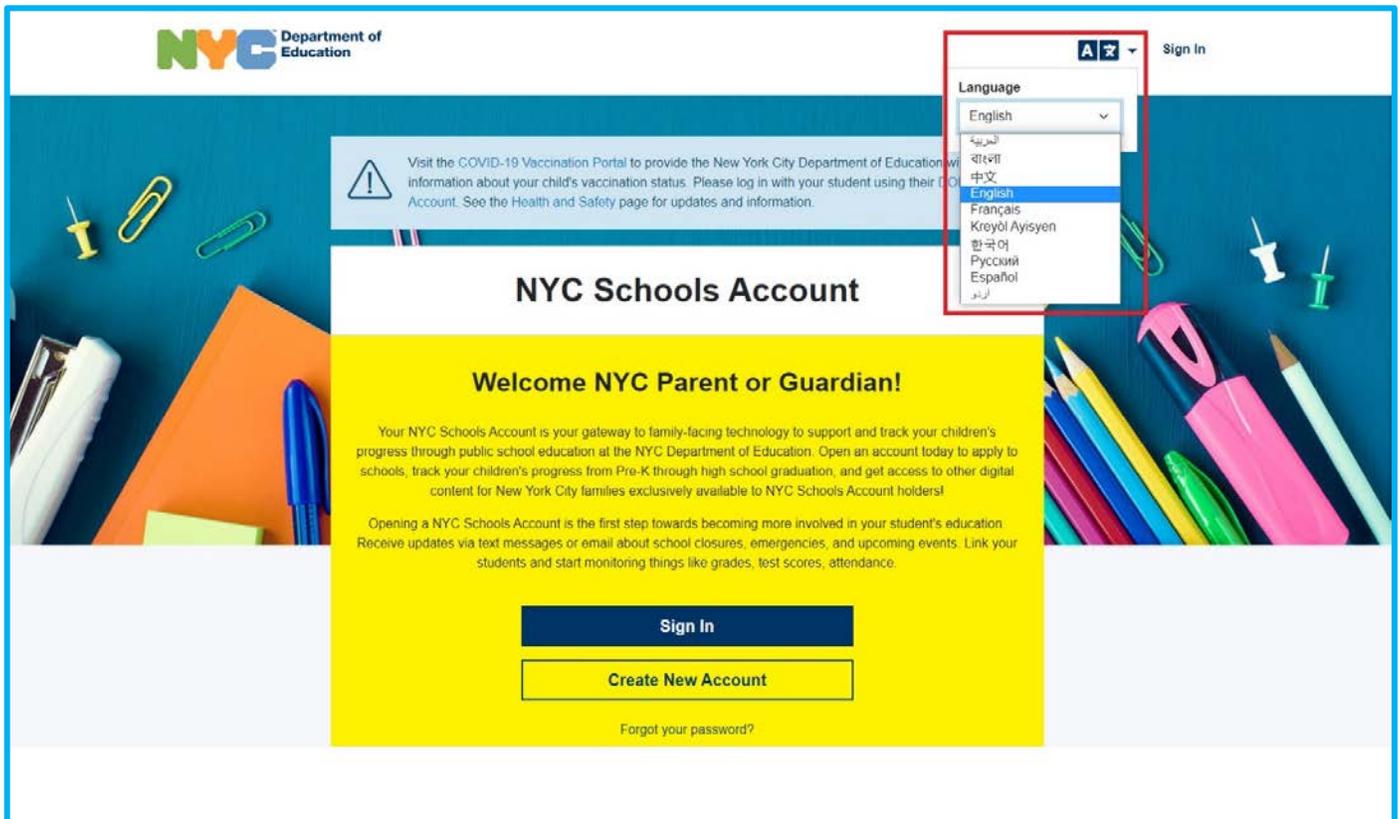
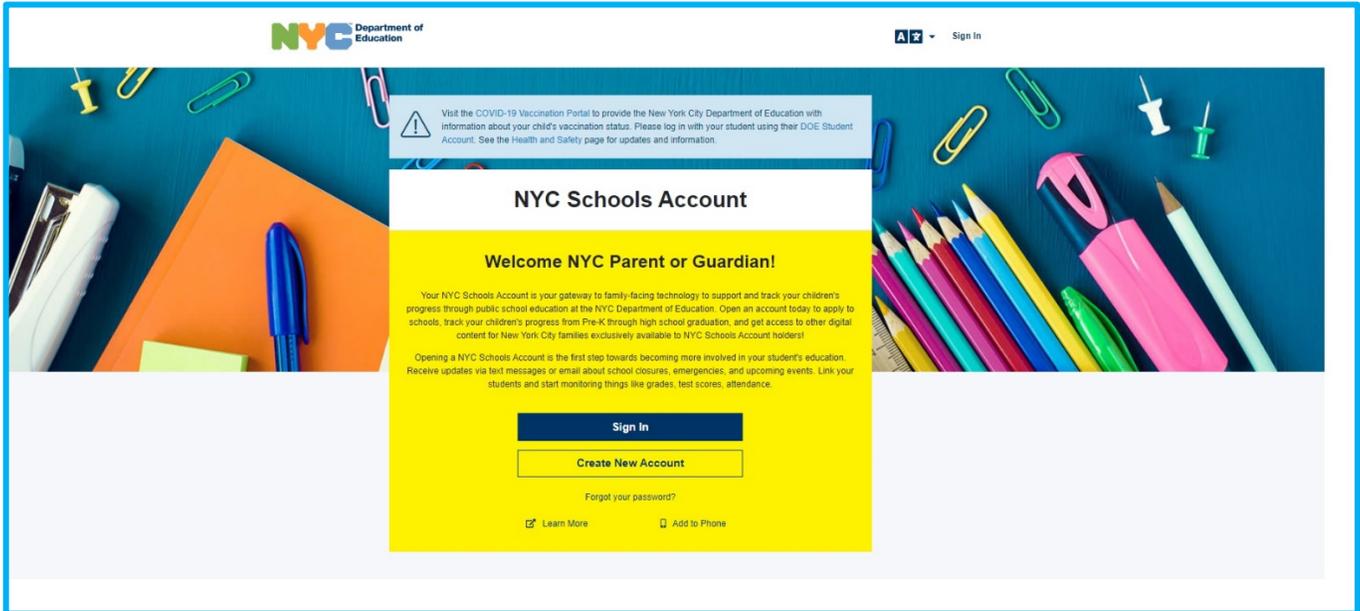
The NYC Schools Account allows you to view your child's grades, report cards, attendance history, test scores, transportation information, IEP information, submit COVID consent forms, track your child's progress to graduation, and more to come!

This year, a NYC Schools Account is the only way to apply and vote in 2023 Education Council Elections.

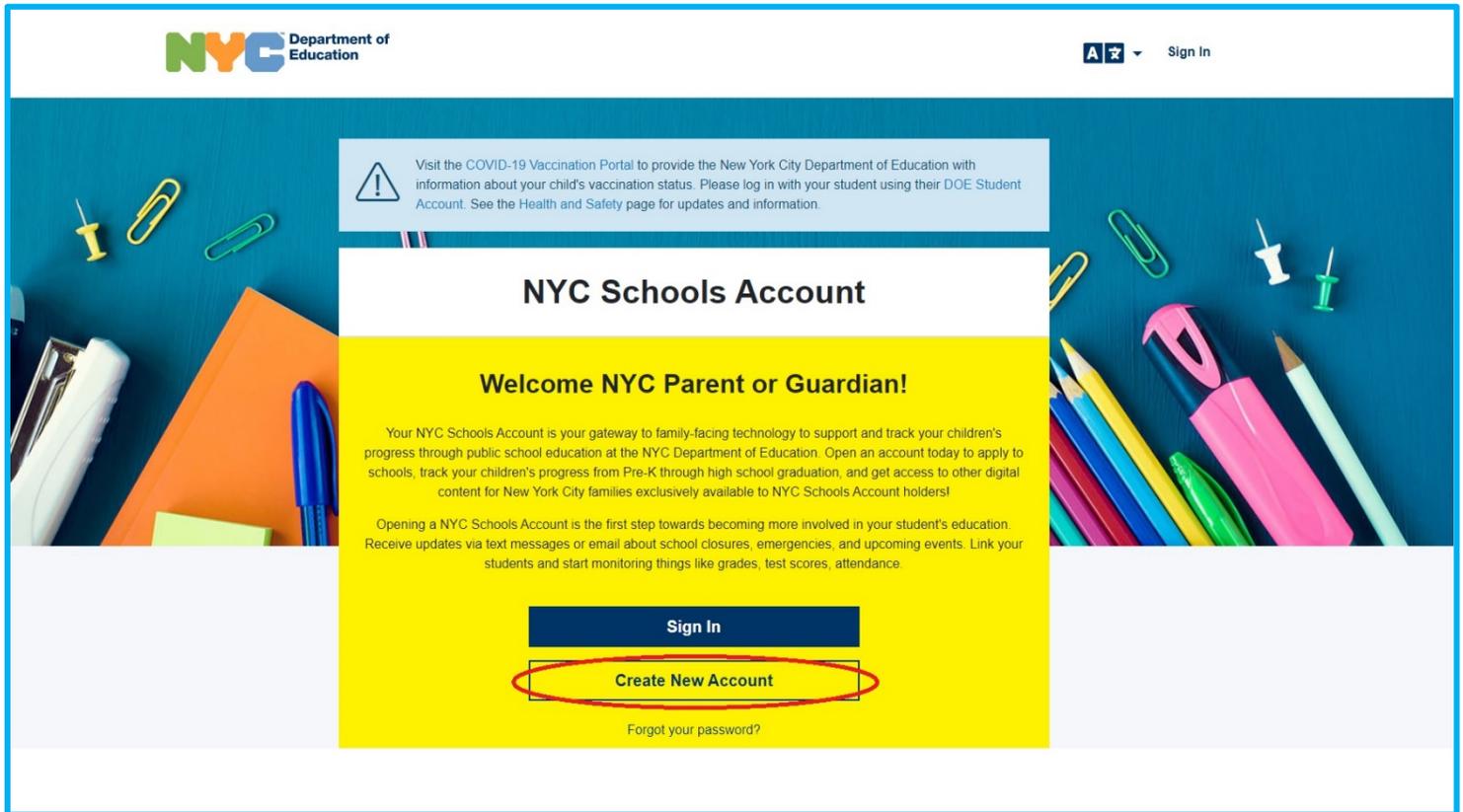
Let's get you signed-up for your NYC Schools Account! Follow the steps below!



1. Visit <https://www.schoolsaccount.nyc/>
Use the dropdown box to choose your home language to be displayed on the screen.



2. Click “Create New Account”.



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

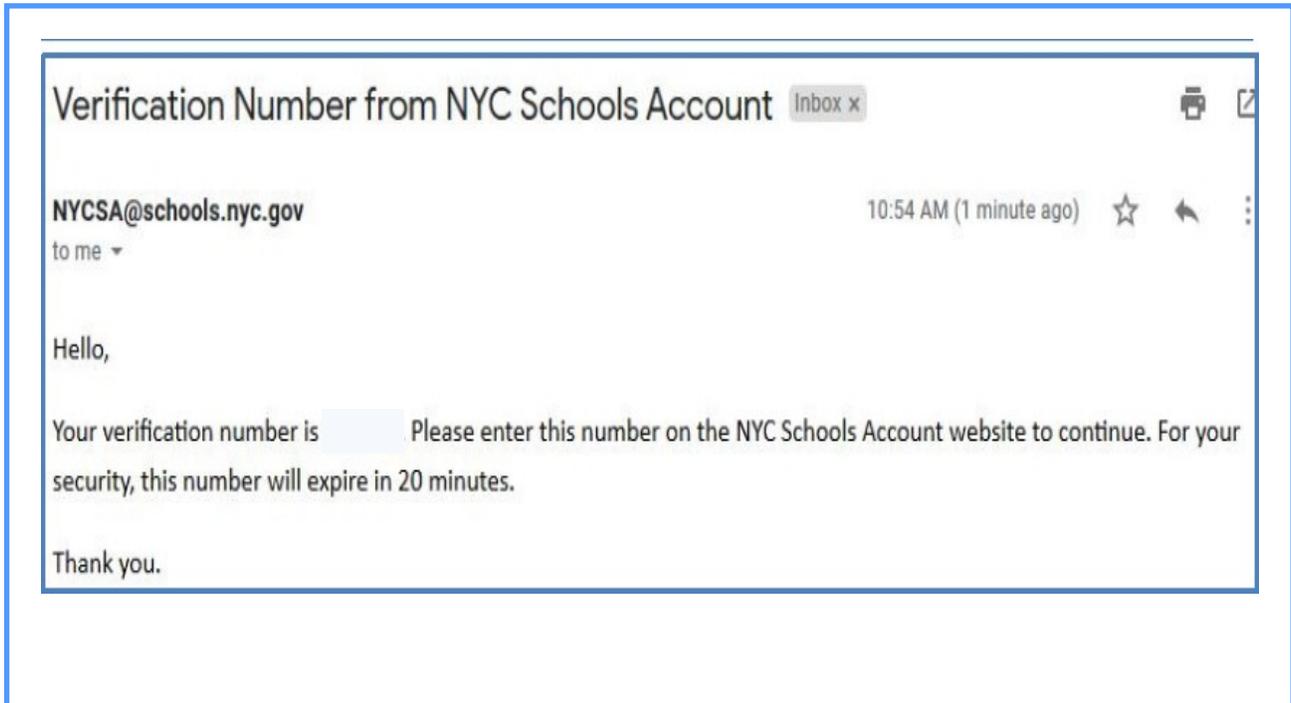
Retype Cell Phone

Email Address

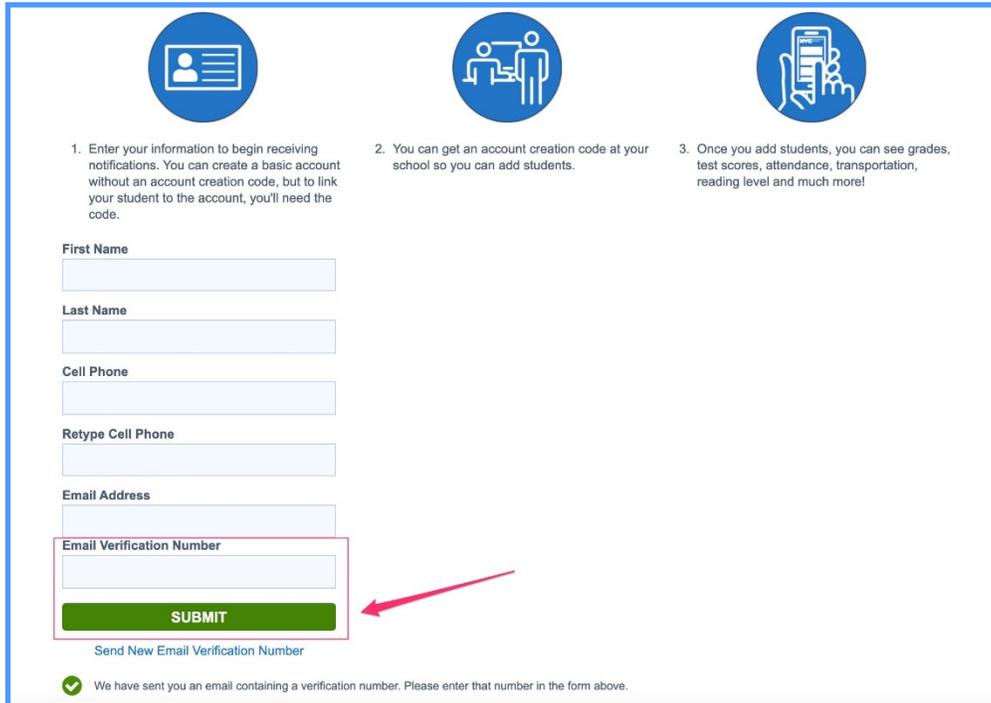
VALIDATE EMAIL

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) 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.

 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!

First Name

Last Name

Cell Phone

Retype Cell Phone

Email Address

Email Verification Number

SUBMIT

[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

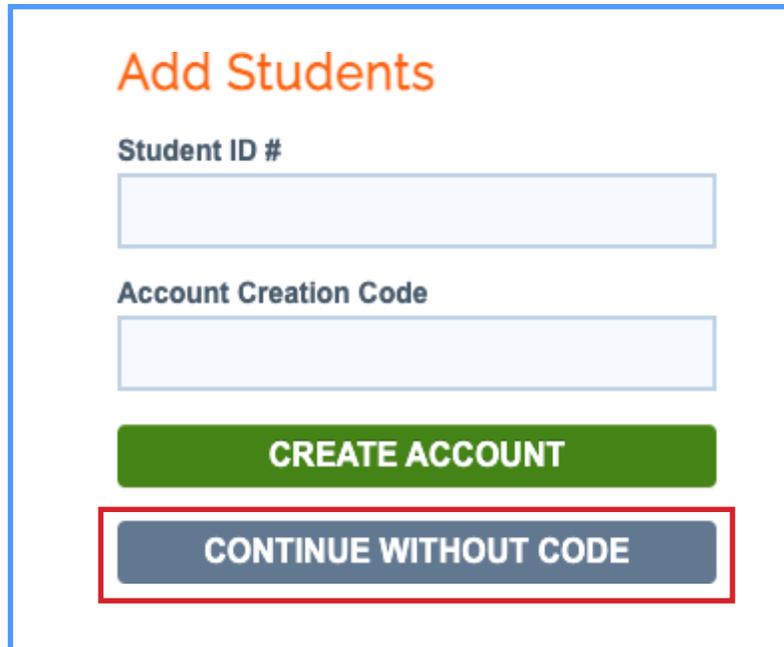
Answer

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.



Add Students

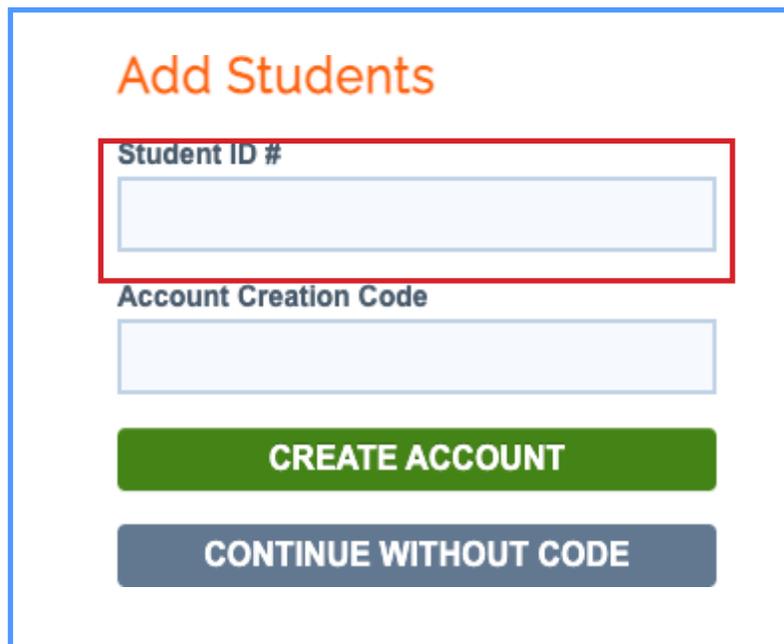
Student ID #

Account Creation Code

CREATE ACCOUNT

CONTINUE WITHOUT CODE

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



Add Students

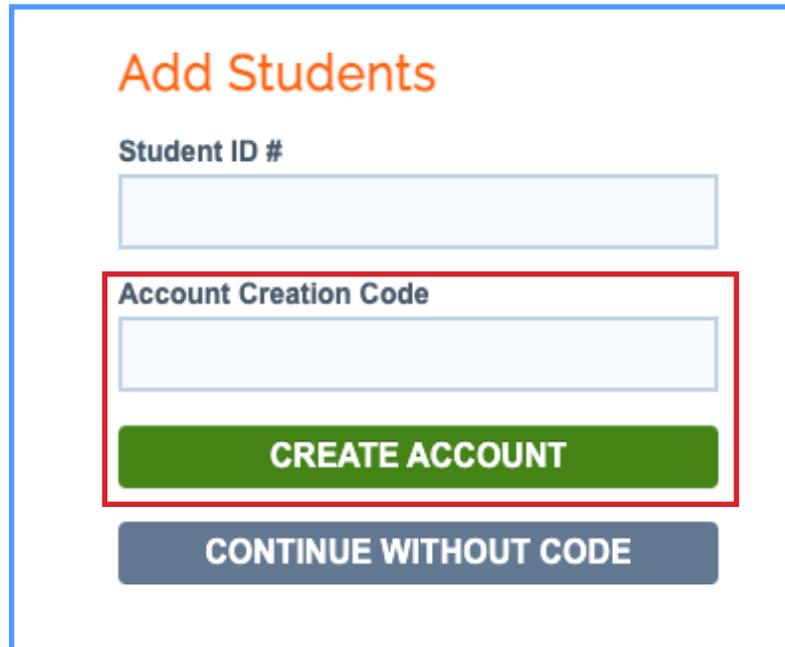
Student ID #

Account Creation Code

CREATE ACCOUNT

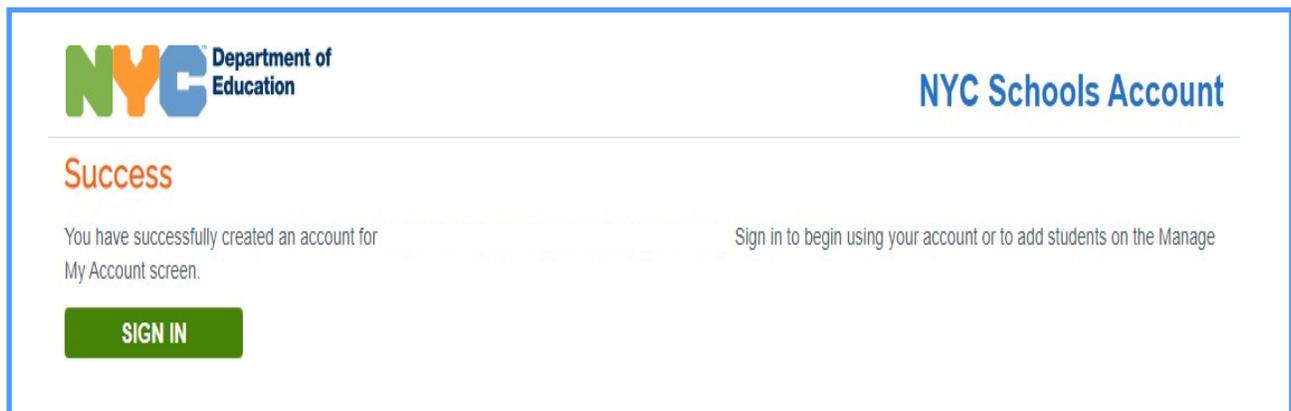
CONTINUE WITHOUT CODE

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



The screenshot shows a form titled "Add Students". It contains two input fields: "Student ID #" and "Account Creation Code". The "Account Creation Code" field is highlighted with a red border. Below the fields are two buttons: a green "CREATE ACCOUNT" button and a grey "CONTINUE WITHOUT CODE" button.

11. Congratulations! You have successfully created your account!



The screenshot shows a success message on the "NYC Schools Account" page. It features the NYC Department of Education logo in the top left and the page title "NYC Schools Account" in the top right. The main heading is "Success" in orange. Below it, the text reads: "You have successfully created an account for [redacted] My Account screen." To the right, there is a link: "Sign in to begin using your account or to add students on the Manage My Account screen." 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.

