
NEW YORK CITY SCHOOLS ACCOUNT (NYCSA)

CUENTA DE LAS ESCUELAS DE LA CIUDAD DE NUEVA YORK (NYCSA)

**How to create a
NYCSA**

***Como crear una cuenta de
NYCSA***

ACCESS TO YOUR CHILD'S / ACCESO A LOS DE SU HIJO(A):



- Assessments (Test Scores) / *Evaluaciones (puntajes de pruebas)*
- Attendance / *Asistencia*
- Enrollment History / *Historial de Registración*
- Grades / *Grados*
- Graduation Tracker / *Rastreador de graduación*
- Guardians / *Guardianes*
- Health Information (Fitnessgram) / *Información de salud/(Fitnessgram)*
- Individualized Education Program (IEP) / *Información/ Información del programa de educación individualizado (IEP)*
- Promotion Tracker / *Rastreador de promociones*
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- **Consent for School Based Testing/** *Consentimiento para las pruebas basadas en la escuela,*
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- **Applying & Voting for CEC members in the Spring /** *Aplicación y Votación para los miembros de la CEC en la primavera*

Link to website/ *Enlace al sitio web:*
<https://mystudent.nyc/>

STEPS TO CREATE NYCSA/ PASOS PARA CREAR SU CUENTA DE NYCSA



**I. Request a NYCSA “Creation Code” letter from,
your Parent Coordinator**

***I. Solicite una carta de "Código de Creación" de NYCSA
de su Coordinador(a) de Padres***

STEPS TO CREATE NYCSA/ PASOS PARA CREAR SU CUENTA DE NYCSA



2. Create Account:

- Select “Create Account” from the NYCSA sign-in page <https://mystudent.nyc>.

2. Crear una cuenta:

- Seleccione "Crear Cuenta" en la página de inicio de sesión de NYCSA <https://mystudent.nyc>

A screenshot of the NYC Schools Account sign-in page. The page features the NYC Department of Education logo in the top left and the text 'NYC Schools Account' in the top right. Below the logo is a green 'SIGN IN' button with a 'Forgot your password?' link underneath. A purple 'CREATE ACCOUNT' button is positioned below the sign-in options, with a 'Learn More' link underneath it. To the right of the sign-in buttons is a large, colorful painting of a blue bird with its wings spread, perched on a branch. Below the painting is a dark banner with the text 'Catch the Latest' and a description: 'Receive updates via text message or email about school closures, emergencies, upcoming events, and more.' Navigation arrows are visible on either side of the banner. At the bottom right of the page, there is a small caption: 'Student artwork by Elizabeth Lim, J.H.S. 189'.

NYC Department of Education

NYC Schools 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.

Catch the Latest

Receive updates via text message or email about school closures, emergencies, upcoming events, and more.

Student artwork by Elizabeth Lim, J.H.S. 189

STEPS TO CREATE NYCSEA/ PASOS PARA CREAR SU CUENTA DE NYCSEA



3. Enter basic Information

Enter basic information, name and email address, to begin receiving notifications. The user can create a basic account without an account creation code, but needs the code to link to a specific student.

3. Agregar información básica:

Ingrese la información básica, el nombre y la dirección de correo electrónico para comenzar a recibir notificaciones. El usuario puede crear una cuenta básica sin un código de creación de cuenta, pero necesita el código para vincularse a un estudiante específico.

A screenshot of the 'NYC Schools Account' creation page. The page header includes the 'NYC Department of Education' logo and the text 'NYC Schools Account'. There is a language selector for 'English'. The main heading is 'Create Account'. Below this is a note: '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.' Three numbered steps are listed, each with a blue circular icon: 1. 'Enter your information to begin receiving notifications...' with an icon of a person and a document. 2. 'You can get an account creation code at your school so you can add students.' with an icon of a person and a student. 3. 'Once you add students, you can see grades, test scores, attendance, transportation, reading level and much more!' with an icon of a person and a smartphone. Below the steps are three input fields: 'First Name', 'Last Name', and 'Email Address'. At the bottom is a green button labeled 'VALIDATE EMAIL'.

STEPS TO CREATE NYCSA/ PASOS PARA CREAR SU CUENTA DE NYCSA

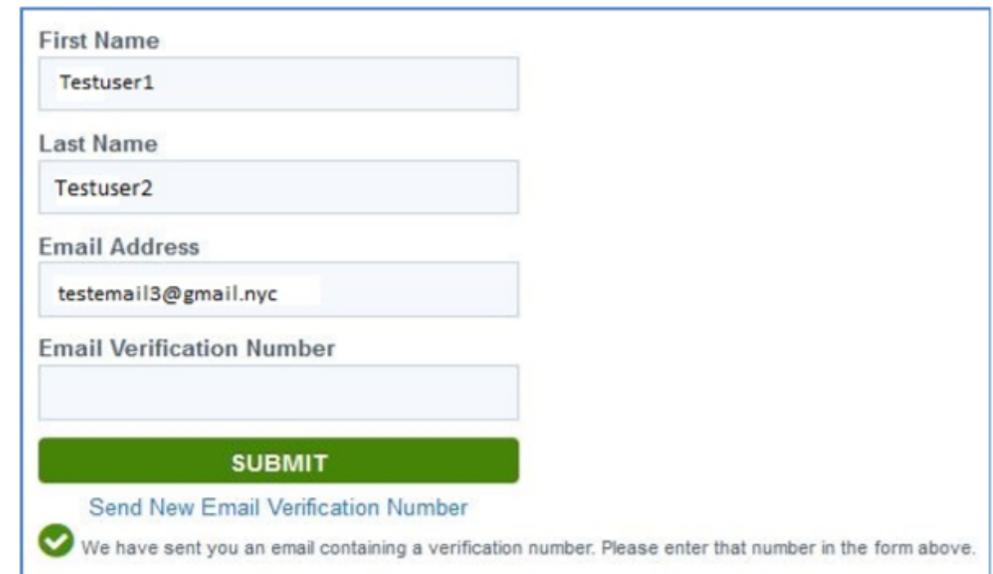
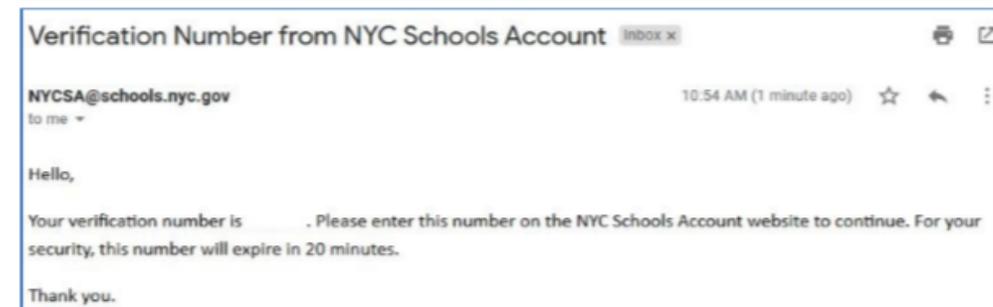


4. Validate Email Address:

After clicking on “Validate Email”, keep the NYCSA registration page open. The user receives an email with a verification number. Enter this number into the Email Verification Number text box of the NYCSA registration page.

4. Validar correo electrónico.

Después de hacer clic en "Validar Correo Electrónico", mantenga abierta la página de registro de NYCSA. El usuario recibe un correo electrónico con un número de verificación. Ingrese este número en el cuadro de texto Número de verificación de correo electrónico de la página de registro de NYCSA.

A screenshot of the NYCSA registration form. It contains four text input fields: 'First Name' with 'Testuser1', 'Last Name' with 'Testuser2', 'Email Address' with 'testemail3@gmail.nyc', and 'Email Verification Number' which is empty. Below the fields is a green 'SUBMIT' button. Underneath the button is a link 'Send New Email Verification Number' and a green checkmark icon followed by the text 'We have sent you an email containing a verification number. Please enter that number in the form above.'

STEPS TO CREATE NYCSEA/ PASOS PARA CREAR SU CUENTA DE NYCSEA



5. Create Password:

After entering the email verification number, the user must create a password.

The password must be:

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

5. Crear contraseña:

Después de ingresar el número de verificación de correo electrónico, el usuario debe crear una contraseña.

La contraseña debe ser:

- *tener al menos ocho caracteres*
- *contener al menos un número y un carácter especial, como!, @, #, \$, %, ^, &, **
- *contener al menos una letra*

STEPS TO CREATE NYCSEA/ PASOS PARA CREAR SU CUENTA DE NYCSEA



6. Set Security Questions:

After creating the password, set three security questions. Choose the question from the drop-down menu of questions, which can be viewed by clicking on the question text box. Type in the answer to each question

6. Establecer preguntas de seguridad:

Después de crear la contraseña, establezca tres preguntas de seguridad. Elija la pregunta del menú desplegable de preguntas, que se puede ver haciendo clic en el cuadro de texto de la pregunta. Escriba la respuesta a cada pregunta

A screenshot of a web form titled 'Security Questions'. It contains three identical sections. Each section has a 'Question' label above a dropdown menu with the text '-- please select --'. Below each dropdown is an 'Answer' label above a text input field. At the bottom of the form is a green button with the text 'NEXT' in white.

STEPS TO CREATE NYCSEA/ PASOS PARA CREAR SU CUENTA DE NYCSEA



7. Enter Account Creation Code:

After selecting three security questions and answers, the next screen allows the user to enter in the student ID number and account creation code, or to continue without a code.

7. Ingrese el código de creación de cuenta:

Después de seleccionar tres preguntas y respuestas de seguridad, la siguiente pantalla permite al usuario ingresar el número de identificación del estudiante y el código de creación de la cuenta, o continuar sin un código.

A screenshot of the 'Add Students' form. The form has a title 'Add Students' in orange. Below the title are two input fields: 'Student ID #' and 'Account Creation Code'. To the right of these fields is explanatory text. At the bottom of the form are two buttons: a green 'CREATE ACCOUNT' button and a grey 'CONTINUE WITHOUT CODE' button.

Add Students

Student ID #

Account Creation 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.

CREATE ACCOUNT

CONTINUE WITHOUT CODE

STEPS TO CREATE NYCSA/ PASOS PARA CREAR SU CUENTA DE NYCSA



8. Sign Up For Notifications:

If continuing without an account creation code, the next page allows the user to sign up for NYCDOE notifications. Enter in the cell phone number and select the boroughs of interest. Click “Create Account” to confirm signing up for notifications.

8. Regístrese para recibir notificaciones:

Si continúa sin un código de creación de cuenta, la página siguiente permite al usuario registrarse para recibir notificaciones de NYCDOE. Ingrese el número de teléfono celular y seleccione los distritos de interés. Haga clic en "Crear Cuenta" para confirmar la suscripción para recibir notificaciones.

A screenshot of a web form titled "Create an Account Without Students" in orange text. Below the title is a paragraph of instructions: "You have chosen to create an account without adding any students. Please provide your cell phone number and boroughs of interest below so we can customize your notifications for school closures, emergencies, and important announcements. You can change these preferences at any time and add students to your account from the 'My Account' section." The form contains two text input fields: "Cell Phone" and "Retype Cell Phone". Below these is a section titled "Boroughs of interest" with a list of five boroughs, each with an unchecked checkbox: Bronx, Brooklyn, Manhattan, Queens, and Staten Island. At the bottom of the form are two buttons: a grey "GO BACK" button and a green "CREATE ACCOUNT" button.

HOW TO RESET PASSWORD / CÓMO RESTABLECER LA CONTRASEÑA



If the user forgot their password, they can reset the password by clicking on “Forgot your password” on the NYCSA sign-in page or through this direct link:
<https://mystudent.nyc/saa/forgotpassword>

Si el usuario olvidó su contraseña, puede restablecer la contraseña haciendo clic en "Olvidó su contraseña" en la página de inicio de sesión de NYCSA oa través de este enlace directo:

<https://mystudent.nyc/saa/forgotpassword>

A screenshot of the NYCSA sign-in form. It features an 'Email' input field, a 'Password' input field, a checkbox for 'I have read and agree to the Privacy Policy.', a green 'SIGN IN' button, a yellow 'Forgot your password?' link, a maroon 'CREATE ACCOUNT' button, and a 'Learn More' link at the bottom.

HOW TO RESET PASSWORD / CÓMO RESTABLECER LA CONTRASEÑA



Then, the user must enter the email address used to create their account. Click on the checkbox next to “I’m not a robot” security measure.

If an account exists for the user, they will be asked to answer one of three security questions chosen at the time of sign up. When answered correctly, the “Change Password” page appears and allows the user to create a new password.

Luego, el usuario debe ingresar la dirección de correo electrónico utilizada para crear su cuenta. Haga clic en la casilla de verificación junto a la medida de seguridad "No soy un robot".

Si existe una cuenta para el usuario, se le pedirá que responda una de las tres preguntas de seguridad elegidas al momento de registrarse. Cuando se responde correctamente, aparece la página "Cambiar Contraseña" y permite al usuario crear una nueva contraseña.

A screenshot of a web form titled "Forgot Password" in orange text. Below the title, it says "Please type the email address you use to access your NYC Schools Account". There is a text input field for the email address. Below the input field, there is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with the text "reCAPTCHA Privacy - Terms". At the bottom of the form is a green "SUBMIT" button.

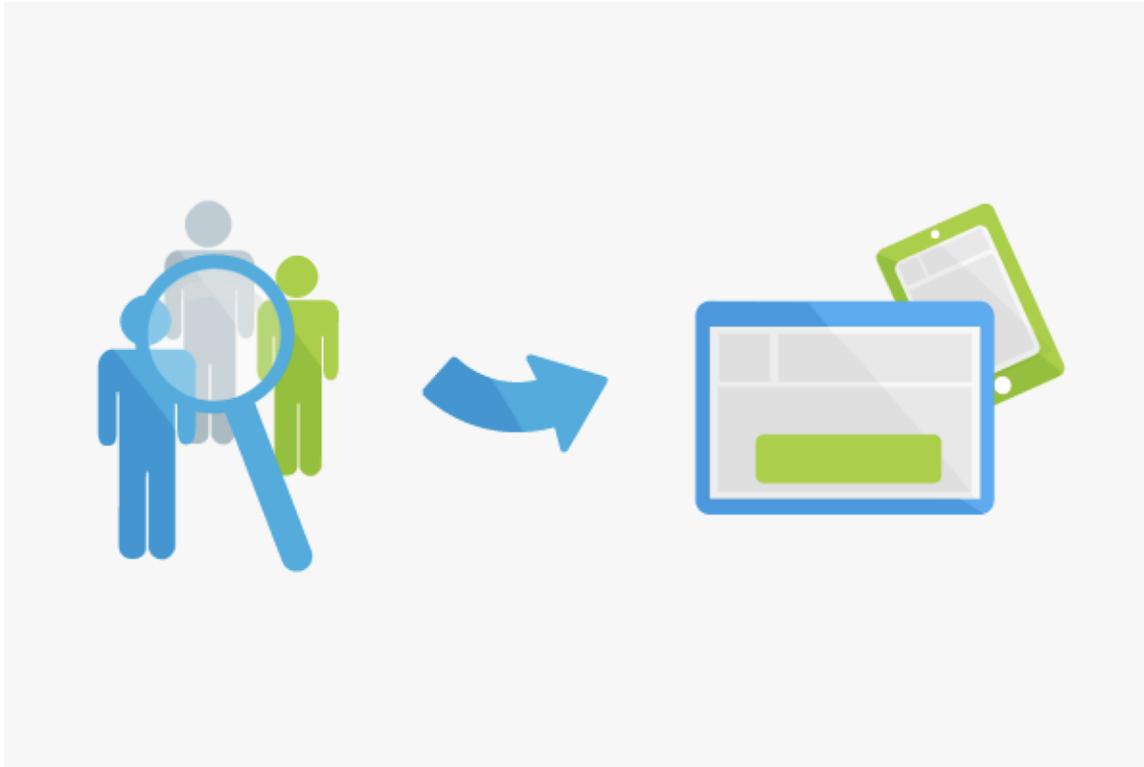
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NYCSA – NAVIGATING THE PLATFORM/ NYCSA – NAVEGACIÓN DE LA PLATAFORMA



Link to website/

Enlace al sitio web:

<https://mystudent.nyc/>

RESOURCES / RECURSOS



- This [instructional video](#) models the NYCSA set-up process./ *Este [video instructivo](#) modela el proceso de configuración de NYCSA.*
- Parent sign-up guides in [English](#) and [Spanish](#) provide visual step-by-step directions on setting up a NYCSA account; / *Los guías de registro de padres en [Inglés](#) y [Español](#) proporcionan instrucciones visuales paso a paso sobre la configuración de una cuenta de NYCSA;*
- Click here for more information on [New York City Schools Account \(NYCSA\)](#)/ *Haga clic aquí para obtener más información sobre [New York City Schools Account \(NYCSA\)](#)*