

NYC Schools Account (NYCSA)

Overview

NYC Schools Account (NYCSA) is a web-based application that lets you to see and manage important information about your child on any computer, phone, or tablet. The application is translated into nine languages other than English. In the account, you can see a child's:

- Attendance
- Grades & Report Cards
- Assessments (Test Scores)
- Student Wellness (Fitnessgram)
- Schedule
- Guardians
- Enrollment History
- Promotion Tracker & Promotion Letters
- Graduation Tracker
- Reading Level
- Transportation
- Individualized Education Program (IEP)
- Unofficial Transcripts (11th and 12th Graders Only)
- Emergency Contact & Student Health Information
- COVID-19 Testing Consent Form

How do I create an account?

A school staff member can create your account for you in-person or online. You can also create an account yourself using information that your school provides.

Have a School Staff Member Create Your Account In Person or Online

1. Set up an appointment with your child's school.
2. Provide a valid photo ID (such as your passport, your drivers' license, IDNYC), your email address, and your child's 9-digit student ID number, which can be found on his or her report card. If you are communicating with school staff through a teleconference, the staff member will verify your identity by voice or sight.
3. When the school staff member creates your account, you'll receive a receipt with your temporary password printed on it either in-person or by email.
4. Go to <http://mystudent.nyc> and enter your email address and temporary password. You will be asked to create a new password for your account, set up your security questions, and confirm your email address. You should complete these steps within 30 days of receiving your temporary password, or else the password will expire.

Create Your Own Account Online

You will need the Account Creation Code that was sent home with your child in a letter. You can also request a letter from your child's school. You will need this code and the child's 9-digit student ID number to create an NYCSA or to add additional children to an existing account.

1. Visit <https://mystudent.nyc> and select the "Create Account" link found on the login page.
2. Enter your name, email address, and cell phone number to begin receiving notifications. You can create a basic account without an account creation code, but to link your student to the account, you will need the code.
3. Select "Validate Email" after you have entered your contact information. Keep this page open.
4. Open your email to get the validation number. Enter the number into the "Validate Email" page.
5. Proceed to create your password.
6. Proceed to create your account security questions.

7. Enter the unique Account Creation Code, which is specific to you and your student.

Sharing Access to Your Child's Information

You can now invite other adults—like relatives or a tutor—to see information about your child in NYCSA. As some of this information is sensitive, you should carefully consider whom to invite. You control how much or how little information you want to share with the additional adults you identify for NYCSA access.

After signing in to your account, go to the Manage User Access page. Here you will see the adults you can share your child's information with. You will need to provide your child's Student ID number to the person you want to share the account with. Without that number, they will be unable to complete the process to receive access to your child's information.

What Information Will I Have Access To?

Each adult associated with your child's record is assigned the role of either a Custodial, Non-custodial, or Additional user. These roles determine how much of your child's information they can see.

- As a Custodial user, you can see all information available in your child's account. Also, you can invite other adults to view your child's information. In addition, as a custodial user, you can update your own contact information, including cell and home phone numbers and email addresses in the application to be contacted directly about emergencies. You can also update the numbers and email addresses of other adults on your child's record. You can also provide your child's primary care provider, any allergies, and insurance information within the application.
- As a Non-custodial user, you can see most information in your child's NYCSA. Non-custodial users can also update their cell phone numbers in the application in cases of emergencies.
- As an Additional user, you can see information the child's custodial parent shares with you.

Where can I find help with NYCSA?

If you need assistance or have questions about navigating your account, contact your child's school or call 311. You can also learn more by visiting the NYCSA webpage at <https://www.schools.nyc.gov/nycsa>.

I was invited to view a child's information in NYCSA. Now what?

You will need both the Account Creation Code and the child's 9-digit student ID, which the child's custodial parent must share with you. You will need both pieces of information in order to create an NYCSA or add the child to your existing NYCSA.

The amount of information you see for the child depends upon the level of access the child's custodial parent has granted to you. For any questions about the content or your access to a child's NYCSA, we encourage you to speak with the child's custodial parent.

I used to have full access to the child's information in NYC Schools Account, and now I see less information.

If your access to a child's information in NYC Schools Account has changed, this is because of a change made by the child's custodial parent. Contact the child's parent to discuss the changes to your account.