

HOW TO SET UP YOUR MYSCHOOLS ACCOUNT

1

CREATE OR ACCESS YOUR ACCOUNT

For 3-K, Pre-K, or Kindergarten

You can create your MySchools account at any time!

For Middle or High School

You can create or access your MySchools account when you get your child’s welcome letter, shortly before the application opens. Your welcome letter includes:

- Information on how to set up your account
- A unique account creation code to add your child to your new or existing MySchools account
- Your child’s 9-digit student ID number (OSIS) for reference

Public DOE and charter school students will receive welcome letters by mail; you can also get your letter from a school counselor. Private and parochial school students can ask their school or a Family Welcome Center to provide a welcome letter.

Go to [Myschools.nyc.gov](https://www.myschools.nyc.gov), click on “Get Started,” and follow the on-screen instructions. Then check your email account for a message from MySchools. Open this email and click the link to confirm your email address and access your account.

2

ADD YOUR CHILD

Once logged in, you can add your child to the account by clicking “Add a child” on your dashboard.

For 3-K, Pre-K, or Kindergarten

On the next screen, select the option for these grades and click “Next.” If your child is already enrolled in a DOE school and has a 9-digit student ID number (OSIS), you have the option to enter it here.

For Middle or High School

On the next screen, select the option for these grades and click “Next.” Then enter your child’s 9-digit student ID (OSIS) number in the top box and their 6-letter unique account creation code in the bottom box—do not share this code with anyone and keep it in a safe place. Please note that this is a different code than your NYCSA code.

If you have more than one child applying this year, you will need to add each child to your account.

3 CHECK YOUR DASHBOARD

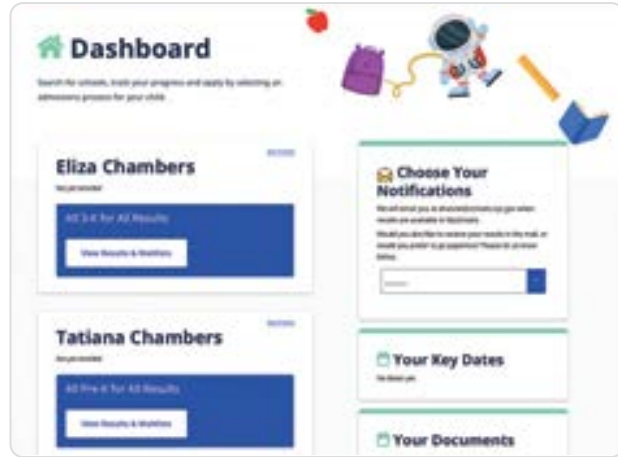
Once you see confirmation that your child was added to your account, they will be listed on your MySchools dashboard whenever you log in.

For 3-K, Pre-K, or Kindergarten

Be sure to review your child’s profile and verify that everything looks correct. If anything looks wrong, click the “Edit Profile” button to make updates.

For Middle or High School

Check your child’s profile and verify that everything looks correct. If anything looks wrong, please speak with your child’s current school or a Family Welcome Center.



Now your personalized MySchools account is all set! When the application opens, you’ll be able to access your personalized application and apply.

2.2

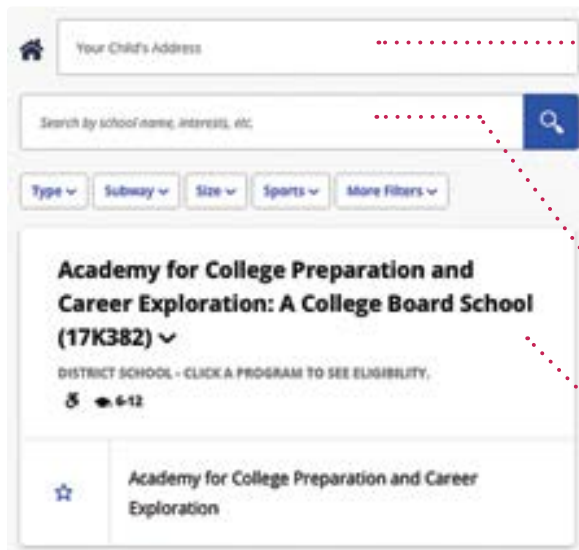
HOW TO FIND SCHOOLS AND PROGRAMS

As you start learning about your child’s school or program options, consider what matters most to your family—this might be location, accessibility, size, or other features. When you log in to your MySchools account and access your personalized search, you’ll see a series of prompts that walk you through how to find and learn about schools. Read through these to familiarize yourself with this process. Please note that the location of each feature can vary depending on whether you’re using a computer, phone, or tablet.

When you’re logged in to your account, you will see all the schools and programs your child can apply to as options. When you find a program that interests you, add it to your favorites or directly to your application.

- **3-K, pre-K, and kindergarten applicants** can make an account at any time; we recommend logging in before you begin exploring.
- **For middle and high school applicants**, start exploring programs in the public directory before you get your welcome letter. Here’s how:

Go to [MySchools.nyc](https://www.myschools.nyc.gov) to start searching for schools and programs. Now scroll down and click “Start browsing.” On the next page, select the directory you want to explore.



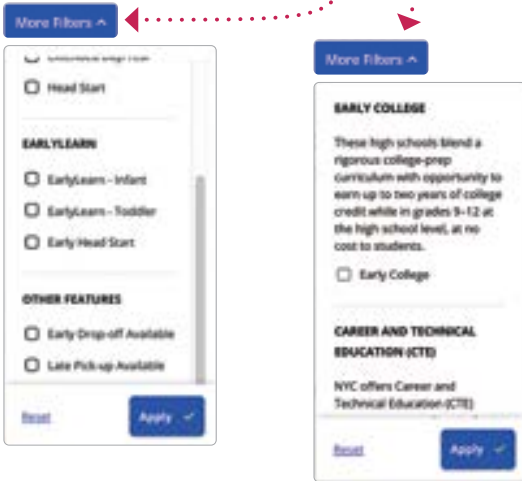
Now you’re in the directory! Here’s how to get started:

- Type your address here to show a list of schools nearest to you. When you are logged in to your account, you will automatically be able to see which programs are close to your home.
- Type the name of a specific school or program here to learn more about it.
- Scroll down the list of schools or early childhood programs. Click a school or program’s name to learn more about it and find contact information.

High School Directory Filters




Pre-K Directory Filters



Use Filters

Use filters to narrow your search. For example, you can filter for schools by location, subway lines, eligibility requirements, and participation in a Diversity in Admissions (DIA) initiative.

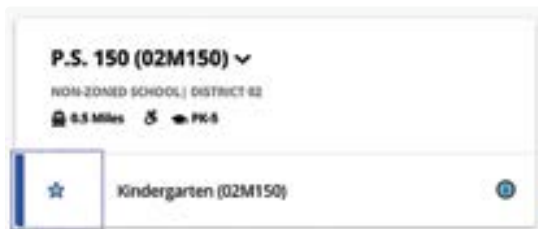
Filter options vary by directory. For instance, in the pre-K directory, you can filter for programs with extended hours by selecting “Early Drop-Off Available” or “Late Pick-Up Available” in the Other Features filter. And the high school directory offers more filters so you can narrow your search to schools that offer specific sports, Early College programs, D75 inclusive programs, and more.

 **TIP** For all grade levels, you can filter for programs that are fully or partially accessible.



Use Search Terms

You can look up information about specific schools or programs by typing their names into the search bar. Or type other key words to find programs that meet your child’s needs and interests. For middle and high school, you can search by activities, such as “dance” or “debate”; courses, such as “computer science” or “AP history”; sports, such as “basketball” or “gymnastics”; and much more.



☆ Keep a List of Your Favorites

- **Applying to 3-K, pre-K, or kindergarten?** In MySchools, click the star next to a program’s name to save it as one of your Favorites.
- **Applying to middle or high school?** Before the application opens, keep a list of your favorite programs. After the application opens, you can also save them to your Favorites in MySchools.

2.3

HOW TO APPLY

When you decide where you want to apply, add your top choices from your Favorites to your application. You can also add programs to the application directly, without saving them as Favorites first. Once you've added your choices to your application, drag and drop programs into your true order of preference, with your favorite choice as #1, your second choice as #2, and so on.



TIP For families applying to high school, we encourage you to add 12 programs (and no fewer!) to your application to give your child the best opportunity to receive an offer from a program they want to attend.

As you finalize your application, you may receive alerts about any missing information. If you do, review your application thoroughly and ensure it is complete.

Finally, you may be prompted to:

- Answer questions about your child's accessibility needs
- Add information about a sibling currently attending a school on your application
- Add another child to the same application



Ready to apply? Click the "Submit Application" button. When you see the **confetti**, this means we've received your application! You'll also get a receipt, which includes a copy of your application choices, by email.

Want to make changes to your application? You can make updates and resubmit it any time until the deadline. Please note that we'll only use your last submission when we process your application.