



# Step By Step Guide to Register & Link Student Accounts

Dear K2C Parent/ Guardian,

We have created this guide to help you navigate the online registration for one or more students. Additionally, you can learn how to give your 13 years old students access. We hope this guide can be of help. Please see options below:

**1**

**If you only have one K2C account and the account has not been registered online, follow option 1.**


 Key Benefit: Allows you to view your total balance, including contributions and incentives with Citibank.

**2**

**If you have more than one K2C account and have not yet registered any of your students accounts online, please follow option 1 to register one of your K2C accounts and option 2 to link the other(s) students' accounts to one login.**

 Key Benefit: Allows you to view multiple students' balances online with Citibank in one place.

**If you have more than one K2C account and one of them (or all of them) already registered, please follow option 2 to link your K2C accounts to one login.**

 Key Benefit: Allow older students to see their balance online and engage more with their Citibank account.

**3**

**If you have a student that is 13 years old, you can now grant access to your 13-year-old and older students. Please follow option 3.**



# OPTION 1: Steps for Account Registration

## Step 1:

Go to [www.k2csf.org](http://www.k2csf.org) and click on

**View Account Balance**



English ▾

Search

[About K2C](#)

[My Account ▾](#)

[Graduating Students ▾](#)

[Help Center](#)

[View Account Balance](#)

[Find Account Number](#)

[Register & View Balance Online](#) | [Learn How to Register & View Your K2C Account](#):

## My Account

The City and County of San Francisco is proud to partner with the San Francisco Unified School District to automatically open a college savings account with \$50 for every SFUSD student. We believe your San Francisco student has a future worth saving for!

New and existing account holders can use the links below to find your account number and then view your account balance.

[Find Account Number](#)

[View Account Balance](#)

## Step 2:

Now you are prompted to either log in or register your account. Please register your account on the right side of the screen as shown below.

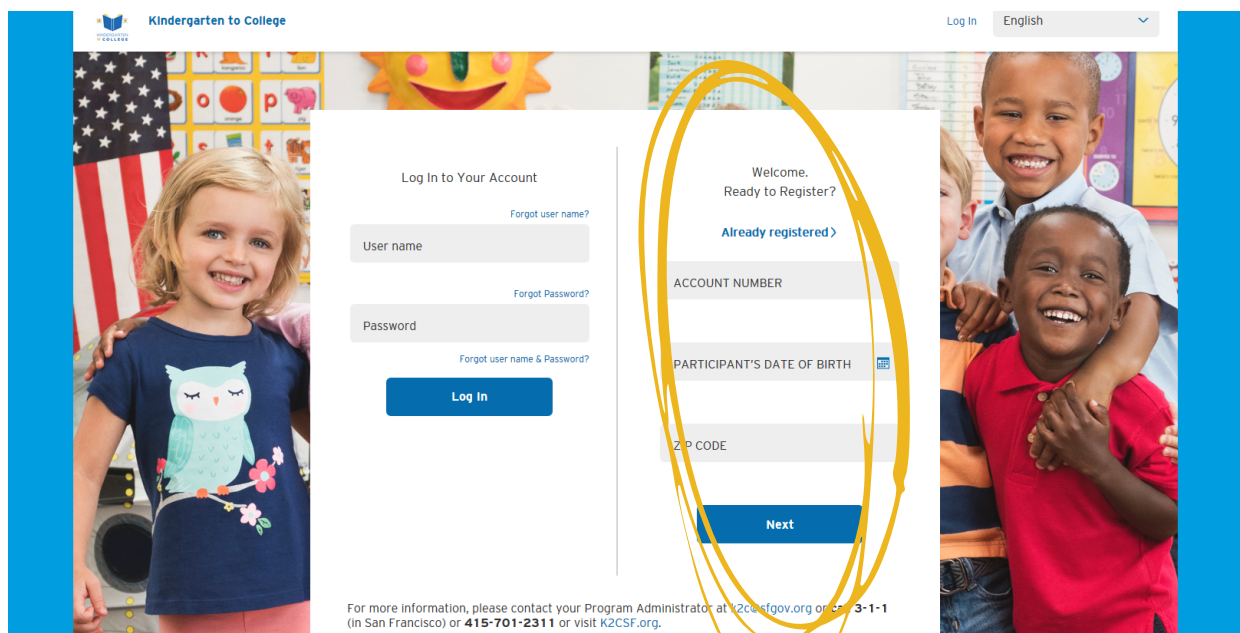
Input your student's K2C information:

- **Account number**
- Date of birth Note: Format for date of birth should be MM/DD/YY  
Ex: a student born July 1, 2021, would have a date of birth format as 07/01/21
- Zip code Tip: the zip code is the one you use to register your student at SFUSD in the Educational Placement Center

Click

**Next**

at the bottom



Kindergarten to College

Log In English

Log In to Your Account

Forgot user name?

User name

Forgot Password?

Password

Forgot user name & Password?

Log In

Welcome. Ready to Register?

[Already registered >](#)

ACCOUNT NUMBER

PARTICIPANT'S DATE OF BIRTH

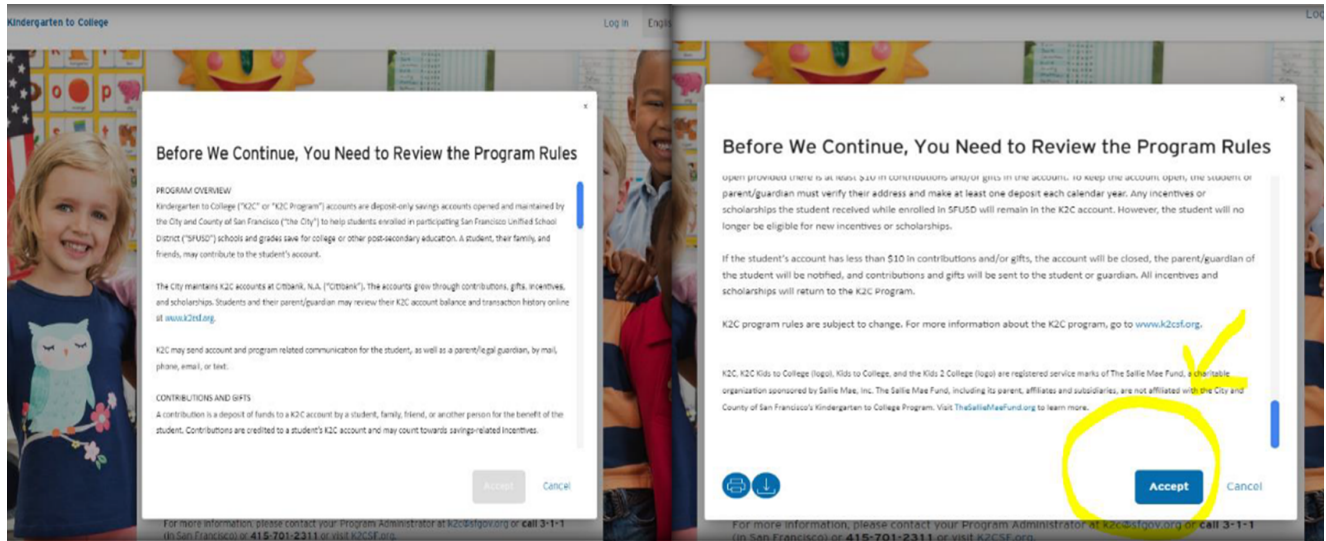
ZIP CODE

Next

For more information, please contact your Program Administrator at [k2c@sf.gov](mailto:k2c@sf.gov) or 415-31-1-1 (in San Francisco) or 415-701-2311 or visit [K2CSF.org](http://K2CSF.org).

### Step 3:

Read the program rules, scroll down to the bottom, and click “Accept”.



### Step 4:

Create a password and username. Please follow to the rules below.

**Username: Input your email and create a username following these rules:**

- Must be 8 to 38 characters
- Must include at least 1 number
- No special characters allowed: !@#\$%^()-+^& ) (;:?.
- No whitespace allowed
- Username should be alphanumeric

**Password: Create a password following these rules:**

- Must be different from your username
- Must have between 6-32 characters
- Must include 2 letters, 2 numbers, 1 upper case, and 1 lower case
- Must include 1 special character from approved list: !@#\$%^()-+^& ) (.
- Cannot have a space





# Create Your Online Account Record

Pick a user name and password you'll use to log in.

EMAIL  
k2c@sfgov.org

USERNAME  
K2CTest123

- Must be 8 to 32 characters
- Must include at least 1 Number
- No Special Character allowed !@#\$%^&\*()\_+~`{|}~;:?.
- No whitespace allowed
- Username should be alphanumeric

PASSWORD  
.....

- Must be different from your username
- Must have between 6-32 characters
- Must include 2 letters, 2 numbers, 1 upper case, and 1 lower case
- Must include 1 special character from approved list !@#\$%^&\*()\_+~`{|}~;:?.
- Cannot have space

CONFIRM PASSWORD  
.....

Cancel **Next**

## Step 5:

Choose and answer the security questions and

Click



These questions are important in case you forget your password or username. You will need to answer your security questions to reset your username and/or password.

Activate Your Account

VERIFY IDENTITY   
  SET UP ACCOUNT   
  CREATE SECURITY QUESTIONS   
  CONFIRMATION

?

### Choose Security Questions

For the security of your account record, select and answer each security question.

What is the name of your elementary school?

ANSWER 1

In which city was your first elementary school?

ANSWER 2

**Note:** User Security Questions use existing CSS security requirements.

Cancel **Next**



## Step 6:

The screen will prompt a message congratulating you for registering online. Click

**Log In**

to access your student's K2C account and view the balance online.



Log In

English

### Activate Your Account

✓ VERIFY IDENTITY

✓ SET UP ACCOUNT

✓ CREATE SECURITY QUESTIONS

✓ CONFIRMATION



## Congratulations!

You can now review your account record activity online. Log in now and start saving!

**Log In**

Need to add another participant? [Link Accounts](#)



## Step 7:

You can view your student's total funds, including your deposits/contributions and K2C incentives.

Kindergarten to College

Log Out English

Account Activity Profile

Welcome Back, [REDACTED]  
Last Login 11-12-2021 at 06:23 PM

Summary

 TOTAL FUNDS <b>\$50.00</b>	 CONTRIBUTIONS \$0.00	 INCENTIVES \$50.00	
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The Activity Report provides information about deposits ("Contributions") made by the Participant to the Master Program Account and potential benefits ("Incentives") for completing the Program. It is not a bank statement. All Incentives are conditional and not earned until paid by the Program Custodian according to the Program Rules. If you think any information is incorrect, contact the Program within 30 days of date any activity is posted or the information will be deemed correct.

Activity

# Congratulations!

**NOW WE CAN MOVE TO OPTION # 2 -  
LINKING A SIBLING ACCOUNT (IF YOU HAVE MORE THAN  
ONE K2C ACCOUNTS).**

**Next pages**



# OPTION 2: Link Siblings K2C Accounts to an Already Registered K2C Account

**Step 1:**

Go to [www.k2csf.org](http://www.k2csf.org) and click on

**View Account Balance**



English ▾

Search



About K2C

My Account ▾

Graduating Students ▾

Help Center

**View Account Balance**

[Find Account Number](#)

[Register & View Balance Online](#) | [Learn How to Register & View Your K2C Account](#) |

## My Account

The City and County of San Francisco is proud to partner with the San Francisco Unified School District to automatically open a college savings account with \$50 for every SFUSD student. We believe your San Francisco student has a future worth saving for!

New and existing account holders can use the links below to find your account number and then view your account balance.

[Find Account Number](#)

[View Account Balance](#)



## Step 2:

Click

**Log In**

to your K2C account (left side)

Kindergarten to College

Log In English

Log In to Your Account

[Forgot User name?](#)

User name

[Forgot Password?](#)

Password

[Forgot user name & Password?](#)

**Log In**

Welcome.  
Ready to Register?

[Already registered >](#)

ACCOUNT NUMBER

PARTICIPANT'S DATE OF BIRTH

ZIP CODE

**Next**

For more information, please contact your Program Administrator at [k2c@sfgov.org](mailto:k2c@sfgov.org) or call 3-1-1 (In San Francisco) or 415-701-2311 or visit [K2CSF.org](http://K2CSF.org).



### Step 3:

Once you log in, you will see your registered student's account information. Click on [Profile](#) and it will open the "Profile" page.

The screenshot shows the user interface of the Kindergarten to College program. At the top left is the logo and name 'Kindergarten to College'. To the right are 'Log Out' and a language dropdown set to 'English'. Below the navigation bar, a dark blue banner says 'Welcome Back, [redacted]' and 'Last Login 11-12-2021 at 06:23 PM'. The main content area is titled 'Summary' and contains four cards: 'TOTAL FUNDS \$50.00', 'CONTRIBUTIONS \$0.00', 'INCENTIVES \$50.00', and a circular graphic with a star and the text 'IT'S SMART TO SAVE EVERY DOLLAR SAVED PUTS HIGHER EDUCATION WITHIN REACH'. At the bottom, there is a small disclaimer and a link to 'Activity'.

Category	Amount
TOTAL FUNDS	\$50.00
CONTRIBUTIONS	\$0.00
INCENTIVES	\$50.00





**Step 4:**

On Profile page click page.

**Link Accounts**

at the bottom of the

Account Activity Profile

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### Contact Information

**User name**  
[REDACTED]

**Name**  
[REDACTED]

**Email**  
[REDACTED]

---

If you need to update your contact information, please contact your [Program Administrator](#).

### Sign on and Security

**Password**  
.....

[Change Password](#)

---

**What is the name of your elementary school?**  
.....

**In which city was your first elementary school?**  
.....

[Change Security Questions](#)

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### Account

Watch each child's savings grow by linking their accounts below.

[REDACTED] [REDACTED] Total Funds: **\$50.00** Ineligible for account access

[Link Accounts](#) ←



## Step 5:

Add another student's K2C account number, date of birth, and zip code.

- **Account number**
- Date of birth Tip: Format for date of birth should be MM/DD/YY  
Ex: a student born July 1, 2021, would have a date of **birth format as 07/01/21**
- Zip code Tip: the zip code is the one you use to register your student at SFUSD in the Educational Placement Center


Kindergarten to College

Log Out English

Account Activity Profile

Add Participant


VERIFY IDENTITY  ADD PARTICIPANT  CONFIRMATION



**Add Participant**

To add another child to the Kindergarten to College Program, simply verify the below information.

ACCOUNT NUMBER

PARTICIPANT'S DATE OF BIRTH 

ZIP CODE



## Step 6:

A new screen will appear congratulating you for adding another child to your login.

The screenshot shows the 'Activate Your Account' page for Kindergarten to College. At the top left is the logo and name 'Kindergarten to College'. At the top right are 'Log In' and 'English' options. A progress bar below the header shows four steps: 'VERIFY IDENTITY', 'SET UP ACCOUNT', 'CREATE SECURITY QUESTIONS', and 'CONFIRMATION'. The 'CONFIRMATION' step is highlighted in blue and contains a checkmark icon. The main content area features a large blue circle with a white checkmark, followed by the text 'Congratulations!' and 'You can now review your account record activity online. Log in now and start saving!'. Below this is a blue 'Log In' button and a link: 'Need to add another participant? [Link Accounts](#)'.



## Step 7:

You now can view each child's savings by clicking in their account numbers in the "Profile" section.

Account Activity **Profile**

### Contact Information

**User name**  
[REDACTED]

**Name**  
[REDACTED]

**Email**  
[REDACTED]

---

If you need to update your contact information, please contact your Program Administrator.

### Sign on and Security

**Password**  
.....

[Change Password](#)

---

**What is the name of your elementary school?**  
.....

**In which city was your first elementary school?**  
.....

[Change Security Questions](#)

### Account

Watch each child's savings grow by linking their accounts below.

[REDACTED]	[REDACTED]	Total Funds: [REDACTED]	Ineligible for account access
[REDACTED]	[REDACTED]	Total Funds: [REDACTED]	Ineligible for account access

[Link Accounts](#)



## Step 8:

View the newly linked student's account information. You can see student's total balance including your contributions and earned incentives.

The screenshot shows the 'Account Activity' page for a user named Joe Jr. Smith. The page includes a navigation bar with 'Log Out' and 'English' options. Below the navigation bar, there are tabs for 'Account Activity' and 'Profile'. A dark blue banner at the top of the main content area says 'Welcome Back, Joe Jr. Smith' and 'Last Login 11-12-2021 at 06:23 PM'. The 'Summary' section displays four key metrics: 'TOTAL FUNDS' at \$50.00, 'CONTRIBUTIONS' at \$0.00, and 'INCENTIVES' at \$50.00. A circular graphic on the right contains the text 'IT'S SMART TO SAVE EVERY DOLLAR SAVED PUTS HIGHER EDUCATION WITHIN REACH'. Below the summary, a disclaimer states: 'The Activity Report provides information about deposits ("Contributions") made by the Participant to the Master Program Account and potential benefits ("Incentives") for completing the Program. It is not a bank statement. All Incentives are conditional and not earned until paid by the Program Custodian according to the Program Rules. If you think any information is incorrect, contact the Program within 30 days of date any activity is posted or the information will be deemed correct.' The 'Activity' section features a 'Transactions Filter' with fields for 'From' (10/13/2021) and 'To' (11/12/2021), a dropdown menu set to 'All Transactions', a 'Submit' button, and a 'Clear Filters' link.

# Congratulations!

**YOU HAVE LINKED YOUR STUDENTS ACCOUNTS!**



# OPTION 3: Grant Access to 13-Year-Old Students and Older Students

## Step 1:

Log into your K2C account and click on the

Profile

section.

Kindergarten to College

Log Out English

Account Activity Profile

Welcome Back, Joe Jr. Smith  
Last Login 11-12-2021 at 06:23 PM

### Summary

 TOTAL FUNDS <b>\$50.00</b>	 CONTRIBUTIONS <b>\$0.00</b>	 INCENTIVES <b>\$50.00</b>	 IT'S SMART TO SAVE EVERY DOLLAR SAVED PUTS HIGHER EDUCATION WITHIN REACH
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The Activity Report provides information about deposits ("Contributions") made by the Participant to the Master Program Account and potential benefits ("Incentives") for completing the Program. It is not a bank statement. All Incentives are conditional and not earned until paid by the Program Custodian according to the Program Rules. If you think any information is incorrect, contact the Program within 30 days of date any activity is posted or the information will be deemed correct.

Activity





## Step 2:

You will see the text down the page (example below) that tells you “Some of your savers are 13. Give them access to their account so they can track their progress”. Click on the text to

the right

Grant Access

**Tip: Add your student’s personal email as SFUSD student’s emails have restrictions.**

Some of your savers are 13. Give them access to their account so they can track their progress.

Add [REDACTED]

### Account

Watch each child’s savings grow by linking their accounts below.

[REDACTED] [REDACTED] Total Funds: \$[REDACTED] Eligible for account access

[REDACTED]

[Grant access >](#)

[Link Accounts](#)

### Still have questions?

Contact us. For more information, please contact your Program Administrator at [k2c@sfgov.org](mailto:k2c@sfgov.org) or call **3-1-1** or **415-701-2311** Monday through Friday 9AM-5PM except holidays.

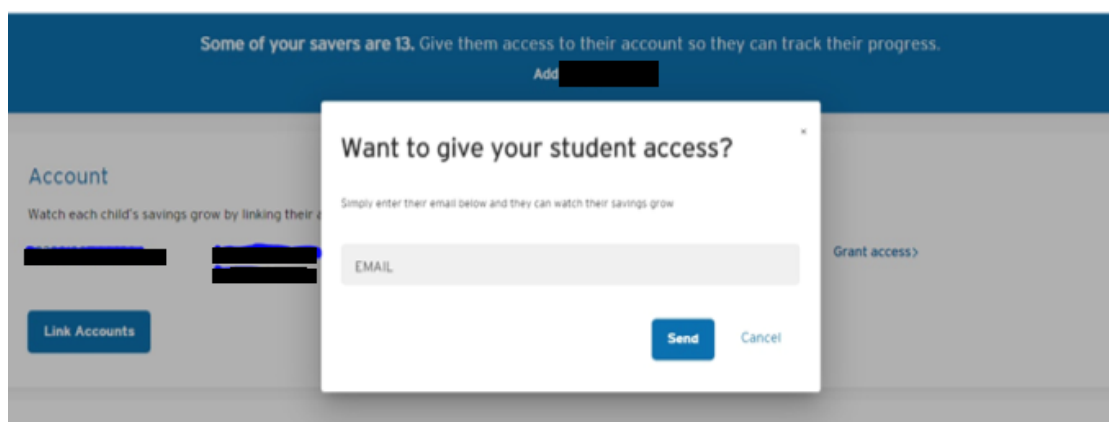
### Step 3:

Once you click on “Grant access” the system will open a window where they will ask you to add your student’s email.

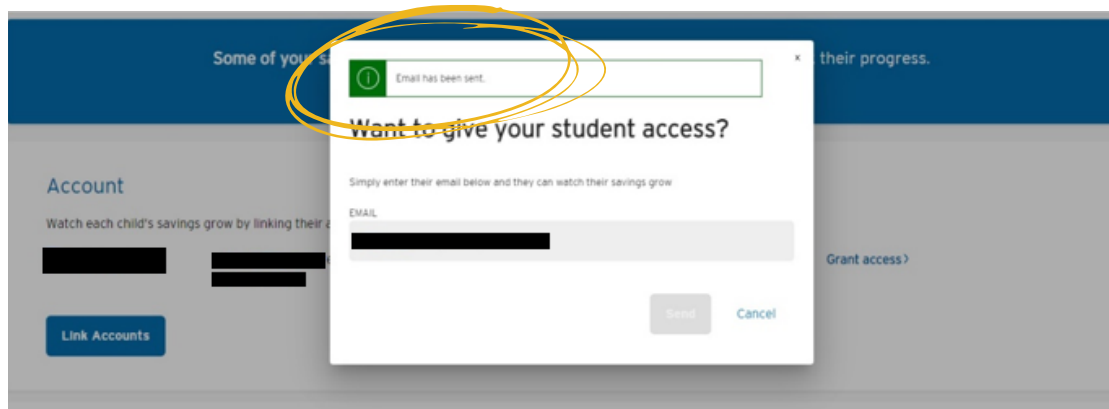
Instructions: Type in their email,

then click

Send

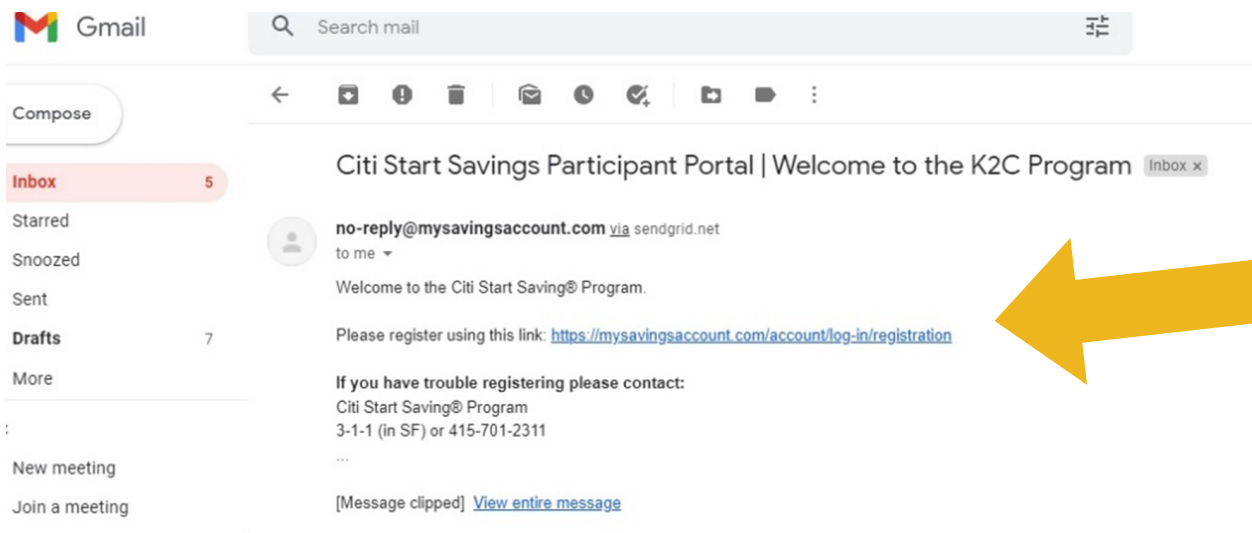


A header will appear confirming an email was sent after you input your email.





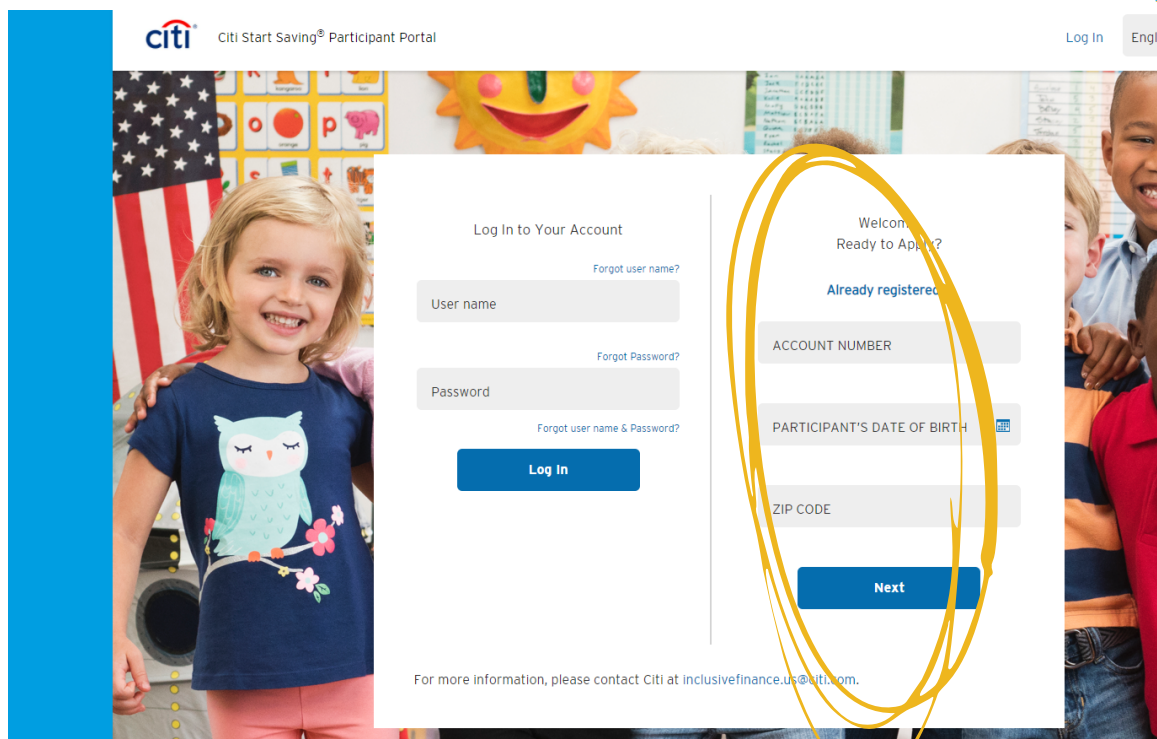
Student will receive an email and a notification with instructions to register online using the link provided.



Student will need to provide account number, date of birth, and zip code and follow the same registration process that parents did.

### 1. Input account number, date of birth and zip code.

- [Account number](#)
- Date of birth Tip: Format for date of birth should be MM/DD/YY  
Ex: a student born July 1, 2021, would have a date of birth format as 07/01/21
- Zip code Tip: The zip code is the one used to register your student at SFUSD in the Educational Placement Center.



## 2. Creating a username and password

**Username: Input your email and create a username following these rules:**

- Must be 8 to 38 characters
- Must include at least 1 number
- No special characters allowed: !@#\$%^()-+^& ) (;:?.
- No whitespace allowed
- Username should be alphanumerical

**Password: Create a password following these rules:**

- Must be different from your username
- Must have between 6-32 characters
- Must include 2 letters, 2 numbers, 1 upper case, and 1 lower case
- Must include 1 special character from approved list: !@#\$%^()-+^& ) (.
- Cannot have a space



## Create Your Online Account Record

Pick a user name and password you'll use to log in.

EMAIL  
k2c@sfgov.org

USERNAME  
K2CTest123

- Must be 8 to 32 characters
- Must include at least 1 Number
- No Special Character allowed [!@#\$%^&\*()\_~"{}|;:?.
- No whitespace allowed
- Username should be alphanumeric

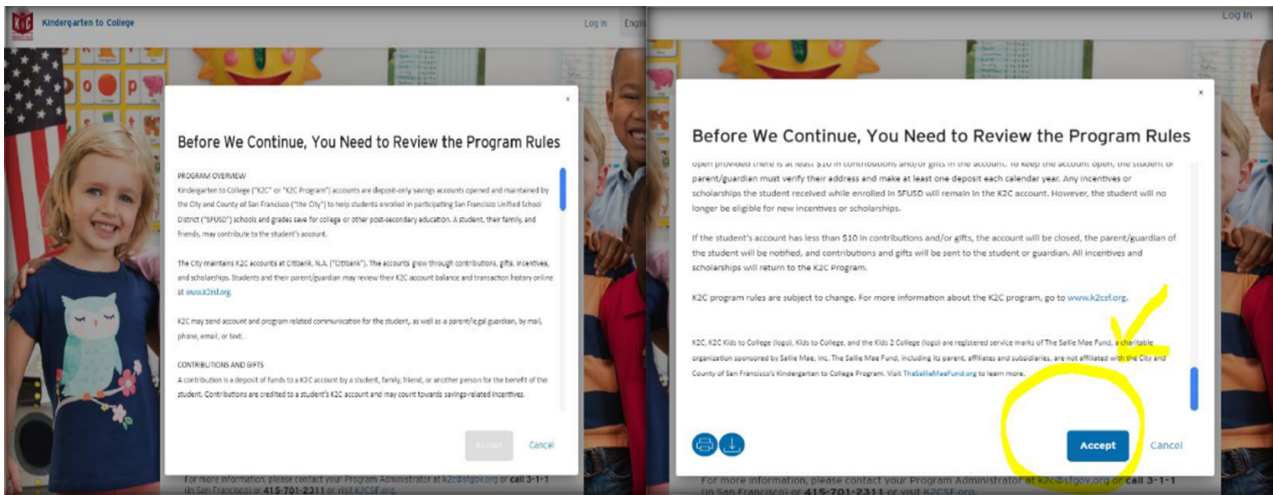
PASSWORD  
\*\*\*\*\*

- Must be different from your username
- Must have between 6-32 characters
- Must include 2 letters, 2 numbers, 1 upper case, and 1 lower case
- Must include 1 special character from approved list [!@#\$%^&\*()\_~"{}|;:?.
- Cannot have space

CONFIRM PASSWORD  
\*\*\*\*\*

Cancel Next

### 3. Accepting the program rules



### 4. Answering security questions

Activate Your Account

VERIFY IDENTITY SET UP ACCOUNT CREATE SECURITY QUESTIONS CONFIRMATION

**Choose Security Questions**

For the security of your account record, select and answer each security question.

What is the name of your elementary school?

ANSWER 1

In which city was your first elementary school?

ANSWER 2

Note: User Security Questions use existing CSS security requirements.

Cancel Next



Once students complete their registration process, they will have access to their accounts.

The screenshot shows the 'Kindergarten to College' account dashboard. At the top, there is a navigation bar with the program logo, 'Log Out', and a language dropdown set to 'English'. Below the navigation bar, there are tabs for 'Account Activity' and 'Profile'. A dark blue banner displays a 'Welcome Back' message and the last login time: 'Last Login 12-02-2021 at 02:08 PM'. The main content area is titled 'Summary' and features three cards: 'TOTAL FUNDS', 'CONTRIBUTIONS', and 'INCENTIVES', each with a dollar sign icon and a redacted value. To the right of these cards is a circular graphic with a star and the text: 'IT'S SMART TO SAVE EVERY DOLLAR SAVED PUTS HIGHER EDUCATION WITHIN REACH'. At the bottom of the summary section, there is a small disclaimer: 'The Activity Report provides information about deposits ("Contributions") made by the Participant to the Master Program Account and potential benefits ("Incentives") for completing the Program. It is not a bank statement. All Incentives are conditional and not earned until paid by the Program Custodian according to the Program Rules. If you think any information is incorrect, contact the Program within 30 days of date any activity is posted or the information will be deemed correct.' Below the summary is an 'Activity' section.

A parent can revoke access to students at any time.

The screenshot shows the 'Account' management page. The title is 'Account'. Below the title, it says 'Watch each child's savings grow by linking their accounts below.' There are two rows of account information, each with a redacted account number and a 'Total Funds' value. The second row also includes the text 'Has account access'. To the right of the account information is a blue link labeled 'Revoke access >'. A yellow arrow points to this link, and the link text is circled in yellow. At the bottom left, there is a blue button labeled 'Link Accounts'.