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.

3. 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.

4. 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](http://www.k2csf.org).
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
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 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
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.
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.
Congratulations!

Step 7: You can view your student’s total funds, including your deposits/contributions and K2C incentives.

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 and click on View Account Balance

[1] This guide was created for educational purposes only. If you are in need additional support, please call 311, email k2c@sfgov.org or join us for weekly office hours held via Zoom, which can be accessed through links on our website www.k2csf.org
Step 2: Click Log In to your K2C account (left side)
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.

![Profile page with Summary section showing total funds, contributions, and incentives.

- **Total Funds**: $50.00
- **Contributions**: $0.00
- **Incentives**: $50.00

Activity section with text:

The Activity report provides information about deposits ("Contributions") made by the Participant to the Master Program's account and potential incentives ("Incentives") for completing the Program. It is not a tax statement. Any incentives are conditional and not earned until paid by the Program. If you have any questions or concerns about the Activity report, contact the Program within 30 days of sending any additional information. The information will be reviewed and corrected.
Step 4: On Profile page click Link Accounts at the bottom of the page.
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
Step 6: A new screen will appear congratulating you for adding another child to your login.
Step 7: You now can view each child’s savings by clicking in their account numbers in the “Profile” section.
Step 8: View the newly linked student’s account information. You can see student’s total balance including your contributions and earned incentives.

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.

Summary

<table>
<thead>
<tr>
<th>TOTAL FUNDS</th>
<th>CONTRIBUTIONS</th>
<th>INCENTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50.00</td>
<td>$0.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

*The Activity Report provides information about deposits, contributions, and potential benefits. The program is not a bank statement. All incentives are conditional and not earned until paid to the Program. Contact the Program for additional details on any activity in need of verification.*
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.
**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:

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- Cannot have a space
3. Accepting the program rules

4. Answering security questions
Once students complete their registration process, they will have access to their accounts.

A parent can revoke access to students at any time.