



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 and click on

Register & View Balance Online



Office of Financial Empowerment
CITY AND COUNTY OF SAN FRANCISCO
PART OF THE OFFICE OF THE TREASURER & TAX COLLECTOR

About Us

English

Find a Bank Account

Meet a Financial Coach

Save For College

Know Your Rights

Treasurer & Tax Collector

[Home](#) > Save For College

Print

In this section

About K2C

Your K2C Account: For Families

Save with a 529

Save with CalKids

Graduating SFUSD

Leaving SFUSD

Get Involved: For Schools

K2C Testimonials

Donate to K2C

Save with CalKids



Learn about K2C

In Spring 2011, the City and County of San Francisco launched the first, publicly funded universal Children's Savings Account (CSA) program in the country. Kindergarten to College opens a savings account for every child entering kindergarten in the City's public schools, putting students on a path to college from their first day of school.

Register & View Balance Online

Find Account #

Get Account Replacement Card

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.

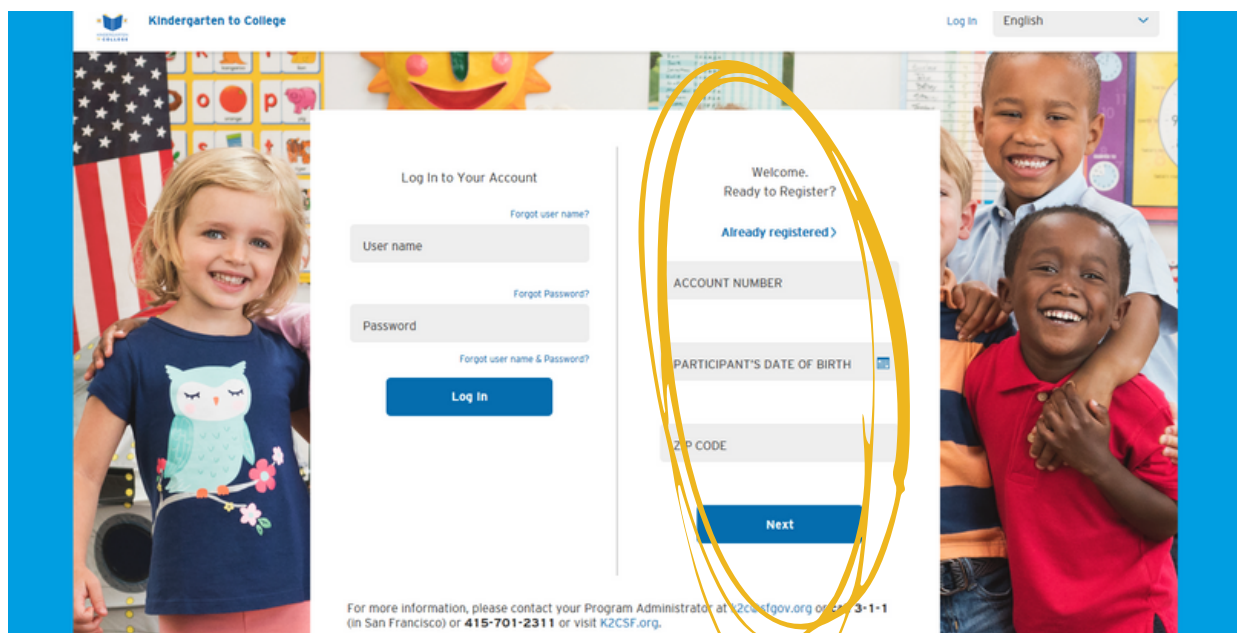
Input your student's K2C information:

- [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

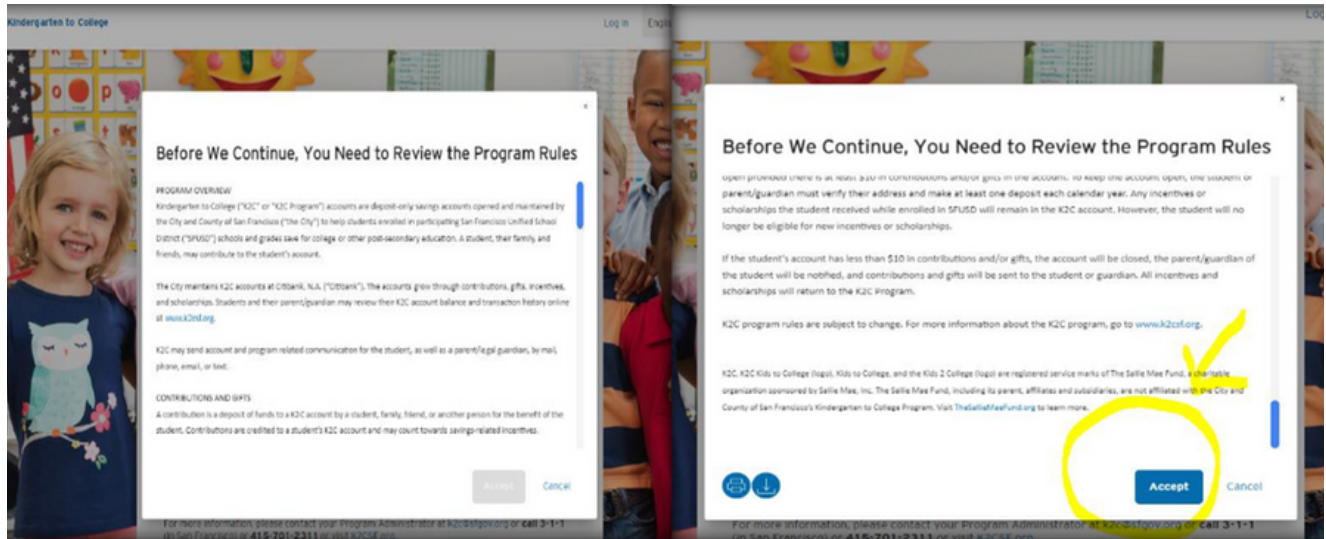
ZIP CODE

Next

For more information, please contact your Program Administrator at k2c@sf.gov or call 3-1-1 (in San Francisco) or 415-701-2311 or visit 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 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

Step 5:

Choose and answer the security questions and

Click

Next

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!

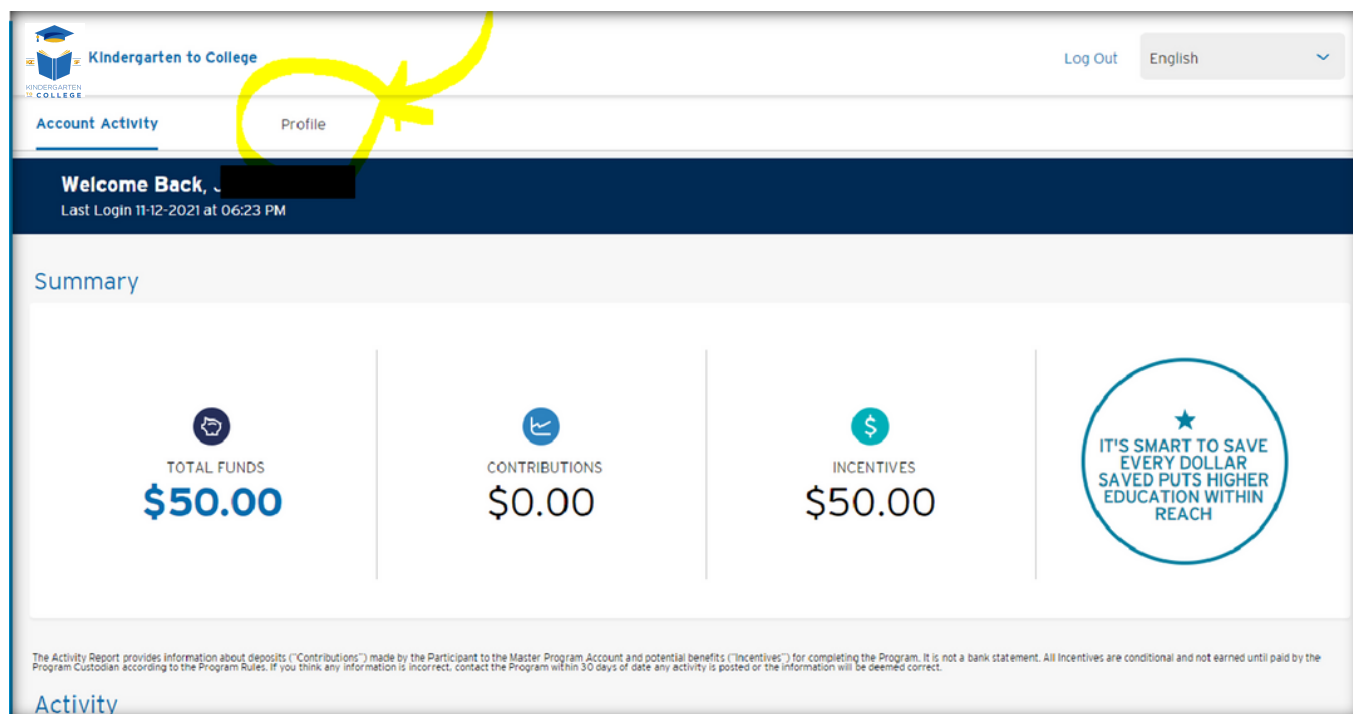
Log In

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



Step 7:

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



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 and click on

Register & View Balance Online

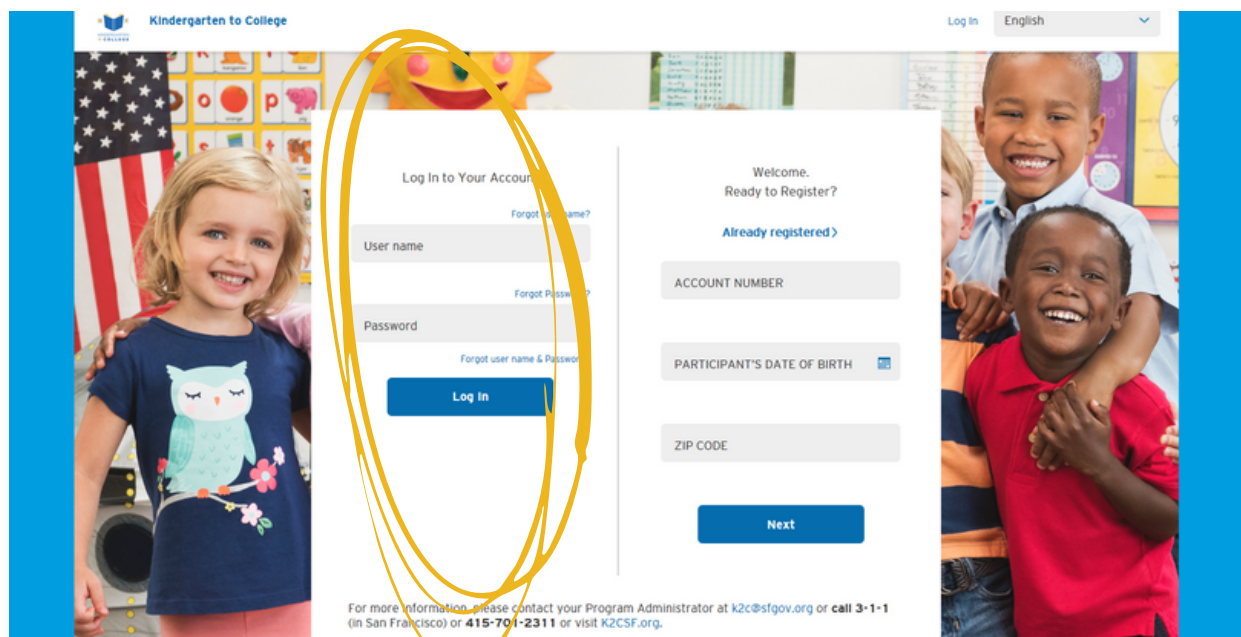
The screenshot shows the K2C website interface. At the top, there is a navigation bar with the Office of Financial Empowerment logo and text: "Office of Financial Empowerment", "CITY AND COUNTY OF SAN FRANCISCO", and "PART OF THE OFFICE OF THE TREASURER & TAX COLLECTOR". To the right of the logo are links for "About Us" and "English". Below the navigation bar is a horizontal menu with five items: "Find a Bank Account", "Meet a Financial Coach", "Save For College", "Know Your Rights", and "Treasurer & Tax Collector". On the left side, there is a sidebar with the heading "In this section" and a list of links: "About K2C", "Your K2C Account: For Families", "Save with a 529", "Save with CalKids", "Graduating SFUSD", "Leaving SFUSD", "Get Involved: For Schools", "K2C Testimonials", "Donate to K2C", and "Save with CalKids". In the center of the page, there is a large graphic of a graduation cap over an open book, with the text "KINDERGARTEN TO COLLEGE" below it. To the right of this graphic is a button labeled "Learn about K2C". Below the graphic, there is a paragraph of text: "In Spring 2011, the City and County of San Francisco launched the first, publicly funded universal Children's Savings Account (CSA) program in the country. Kindergarten to College opens a savings account for every child entering kindergarten in the City's public schools, putting students on a path to college from their first day of school." At the bottom of the page, there are three buttons: "Register & View Balance Online", "Find Account #", and "Get Account Replacement Card". The "Register & View Balance Online" button is circled in yellow.

Step 2:

Click

Log In

to your K2C account (left side)



Kindergarten to College

Log In English

Log In to Your Account

[Forgot my 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 or call 3-1-1 (in San Francisco) or 415-701-2311 or visit 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

The screenshot shows the 'Kindergarten to College' account dashboard. The top navigation bar includes 'Log Out' and 'English'. The main content area is titled 'Summary' and displays three key metrics: 'TOTAL FUNDS' at \$50.00, 'CONTRIBUTIONS' at \$0.00, and 'INCENTIVES' at \$50.00. A circular graphic on the right encourages saving with the text 'IT'S SMART TO SAVE EVERY DOLLAR SAVED PUTS HIGHER EDUCATION WITHIN REACH'. A footer note 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.'

Metric	Value
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

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: **\$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

The screenshot shows the 'Add Participant' form in the Kindergarten to College system. The form is titled 'Add Participant' and includes a sub-header 'To add another child to the Kindergarten to College Program, simply verify the below information.' Below this, there are three input fields: 'ACCOUNT NUMBER', 'PARTICIPANT'S DATE OF BIRTH' (with a calendar icon), and 'ZIP CODE'. A yellow circle highlights these three fields, and a yellow arrow points to the 'PARTICIPANT'S DATE OF BIRTH' field. The form is part of a larger interface with a sidebar on the left and a top navigation bar. The top navigation bar includes the 'Kindergarten to College' logo, a 'Log Out' button, and a language selector set to 'English'. The sidebar has links for 'Account Activity' and 'Profile'. The main content area has a 'Add Participant' header and a progress bar with three steps: 'VERIFY IDENTITY' (selected), 'ADD PARTICIPANT' (current step), and 'CONFIRMATION'.



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 the Kindergarten to College program. At the top left is the program logo, and at the top right are links for 'Log In' and 'English'. Below the header is a progress bar with four steps: 'VERIFY IDENTITY', 'SET UP ACCOUNT', 'CREATE SECURITY QUESTIONS', and 'CONFIRMATION'. The 'CONFIRMATION' step is highlighted in blue. The main content area features a large blue circle with a white checkmark, followed by the text 'Congratulations!'. Below this, it says 'You can now review your account record activity online. Log in now and start saving!'. A blue 'Log In' button is centered below the text. At the bottom, there is 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
[REDACTED]

[Change Password](#)

What is the name of your elementary school?
[REDACTED]

In which city was your first elementary school?
[REDACTED]

[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 'Kindergarten to College' account dashboard. At the top, there's a header with the logo, 'Log Out', and a language dropdown set to 'English'. Below the header, there are tabs for 'Account Activity' and 'Profile'. A dark blue banner welcomes the user back as 'Joe Jr. Smith' and shows the last login time as '11-12-2021 at 06:23 PM'. The 'Summary' section displays three key metrics: 'TOTAL FUNDS' at \$50.00, 'CONTRIBUTIONS' at \$0.00, and 'INCENTIVES' at \$50.00. To the right of these metrics is a circular graphic with a star and the text 'IT'S SMART TO SAVE EVERY DOLLAR SAVED PUTS HIGHER EDUCATION WITHIN REACH'. Below the summary, a small 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 'From' and 'To' date pickers (set to 10/13/2021 and 11/12/2021), a dropdown for 'All Transactions', a 'Submit' button, and a 'Clear Filters' link.

Metric	Value
TOTAL FUNDS	\$50.00
CONTRIBUTIONS	\$0.00
INCENTIVES	\$50.00

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.

The screenshot shows the K2C account dashboard. At the top, the 'Kindergarten to College' logo is on the left, and 'Log Out' and 'English' are on the right. Below the logo, the 'Profile' link is circled in yellow. The main header area says 'Welcome Back, Joe Jr. Smith' and 'Last Login 11-12-2021 at 06:23 PM'. The 'Summary' section displays three cards: 'TOTAL FUNDS \$50.00', 'CONTRIBUTIONS \$0.00', and 'INCENTIVES \$50.00'. A fourth card on the right says 'IT'S SMART TO SAVE EVERY DOLLAR SAVED PUTS HIGHER EDUCATION WITHIN REACH'. At the bottom, there is a disclaimer about the Activity Report and a link to 'Activity'.

Kindergarten to College

Log Out English

Account Activity Profile

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

Summary

Icon	Label	Value
	TOTAL FUNDS	\$50.00
	CONTRIBUTIONS	\$0.00
	INCENTIVES	\$50.00

IT'S SMART TO SAVE EVERY DOLLAR SAVED PUTS HIGHER EDUCATION WITHIN REACH

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

Account

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

Total Funds:

Eligible for account access

[Grant access >](#)

[Link Accounts](#)

Still have questions?

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

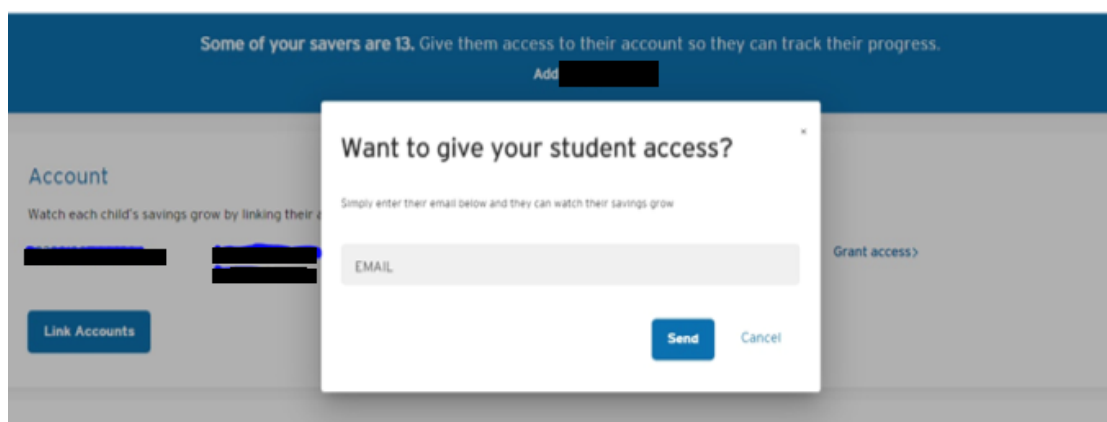
Step 3:

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

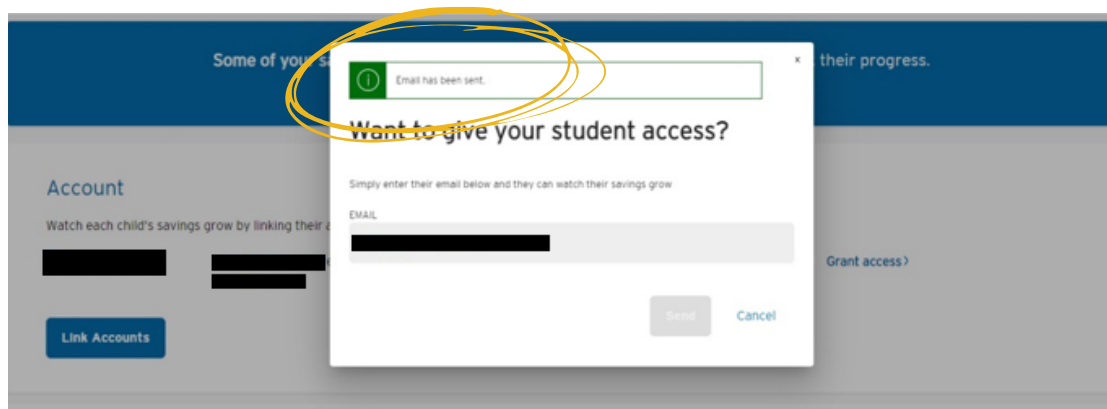
Instructions: Type in their email,

then click

Send

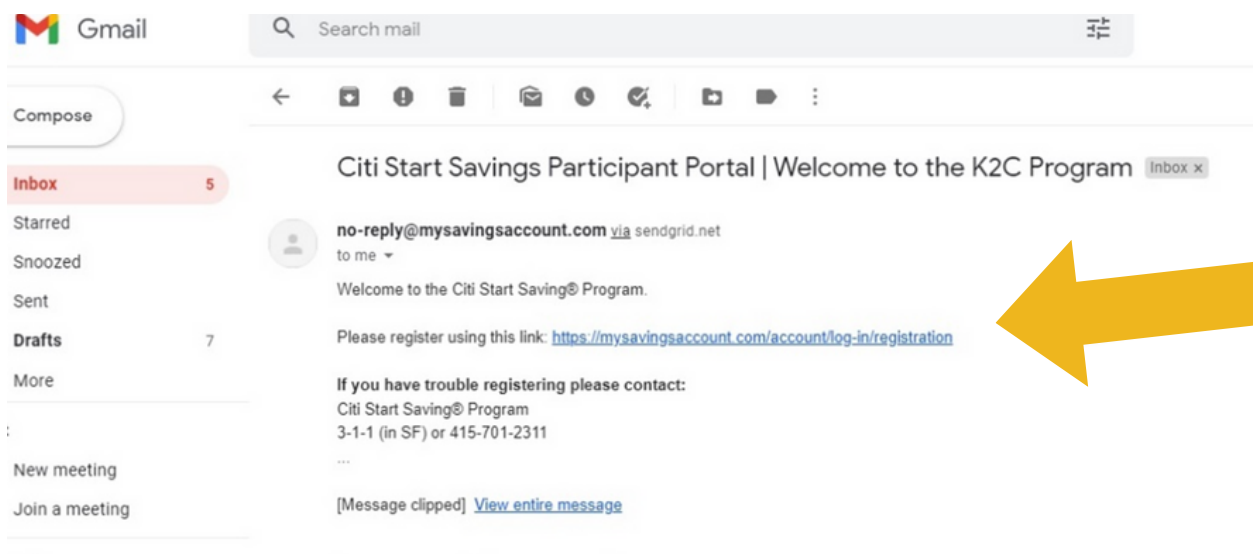


A header will appear confirming an email was sent after you input your email.





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 (0-9A-Za-z)
- 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 set (0-9A-Za-z)
- Cannot have space

CONFIRM PASSWORD

Cancel Next

3. Accepting the program rules

Before We Continue, You Need to Review the Program Rules

PROGRAM OVERVIEW:
Kindergarten to College ("K2C" or "K2C Program") accounts are deposit-only savings accounts opened and maintained by the City and County of San Francisco ("the City") to help students enrolled in participating San Francisco Unified School District ("SFUSD") schools and grades save for college or other post-secondary education. A student, their family, and friends, may contribute to the student's account.

The City maintains K2C accounts at CITIBANK, N.A. ("CitiBank"). The accounts grow through contributions, gifts, incentives, and scholarships. Students and their parent/guardian may review their K2C account balance and transaction history online at www.k2c.org.

K2C may send account and program-related communication for the student, as well as a parent/legal guardian, by mail, phone, email, or text.

CONTRIBUTIONS AND GIFTS:
A contribution is a deposit of funds to a K2C account by a student, family, friend, or another person for the benefit of the student. Contributions are credited to a student's K2C account and may count towards savings-related incentives.

Before We Continue, You Need to Review the Program Rules

Spent program funds are as noted by the student's account or given to the account. To keep the account open, the student or parent/guardian must verify their address and make at least one deposit each calendar year. Any incentives or scholarships the student received while enrolled in SFUSD will remain in the K2C account. However, the student will no longer be eligible for new incentives or scholarships.

If the student's account has less than \$10 in contributions and/or gifts, the account will be closed, the parent/guardian of the student will be notified, and contributions and gifts will be sent to the student or guardian. All incentives and scholarships will return to the K2C program.

K2C program rules are subject to change. For more information about the K2C program, go to www.k2c.org.

K2C, K2C Kids to College (K2C), Kids to College, and the Kids 2 College (K2C) are registered service marks of The Sallie Mae Fund, a non-profit organization sponsored by Sallie Mae, Inc. The Sallie Mae Fund, including its parent, affiliates and subsidiaries, are not affiliated with the City and County of San Francisco's Kindergarten to College Program. Visit TheSallieMaeFund.org to learn more.

Accept Cancel

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's a header with the logo and 'Log Out English'. Below the header, there are tabs for 'Account Activity' and 'Profile'. A dark blue banner says 'Welcome Back, [redacted]' and 'Last Login 12-02-2021 at 02:08 PM'. The main section is titled 'Summary' and contains four cards: 'TOTAL FUNDS' with a dollar sign icon, 'CONTRIBUTIONS' with a dollar sign icon, 'INCENTIVES' with a dollar sign icon, and a circular graphic with a star and the text 'IT'S SMART TO SAVE EVERY DOLLAR SAVED PUTS HIGHER EDUCATION WITHIN REACH'. Below the summary section, there's a small disclaimer about the Activity Report. At the bottom, there's a section titled 'Activity'.

- A parent can revoke access to students at any time.

The screenshot shows the 'Account' management page. It has a heading 'Account' and a sub-heading 'Watch each child's savings grow by linking their accounts below.' Below this, there are two rows of account information. The first row shows a redacted account name, a redacted account number, 'Total Funds: [redacted]', and 'Has account access'. The second row shows a redacted account name, a redacted account number, and 'Has account access'. A blue button labeled 'Link Accounts' is at the bottom left. A yellow arrow points to a blue link labeled 'Revoke access >' which is circled in yellow.