

Step By Step Guide to Register & Link All Your 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

In this section

Your K2C Account: For Families

Save with a 529

Leaving SFUSD

Get Involved: For Schools

History and Research

K2C Testimonials

Latest K2C News

Donate to 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.

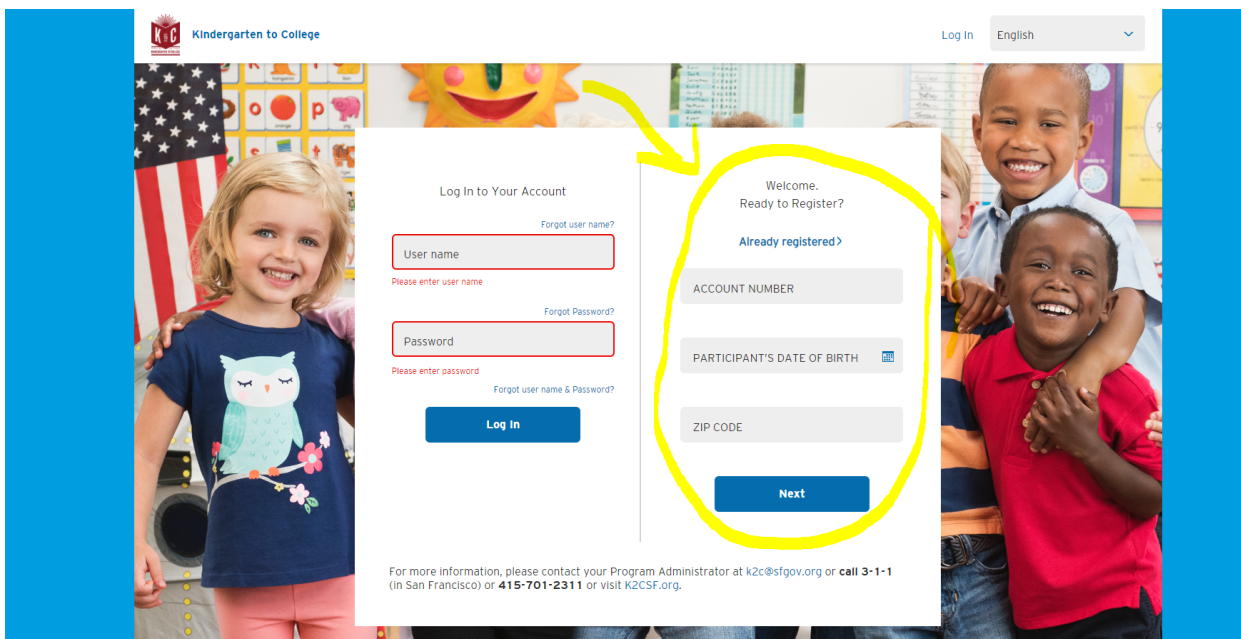
Input your student's K2C information:

- [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

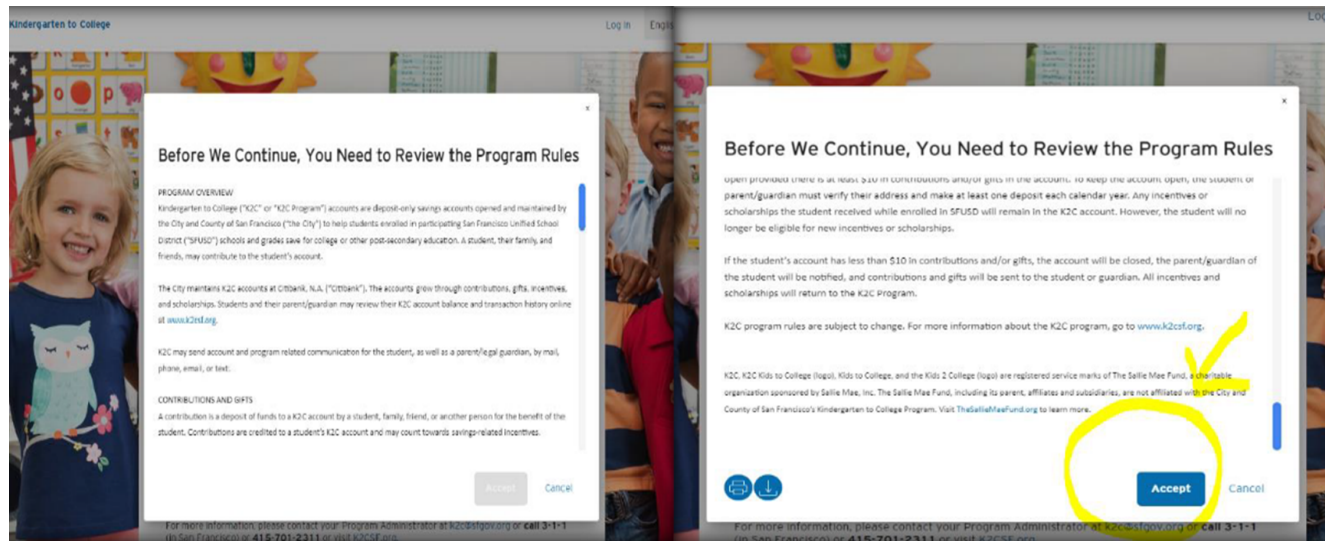
Next

For more information, please contact your Program Administrator at k2c@sfgov.org 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

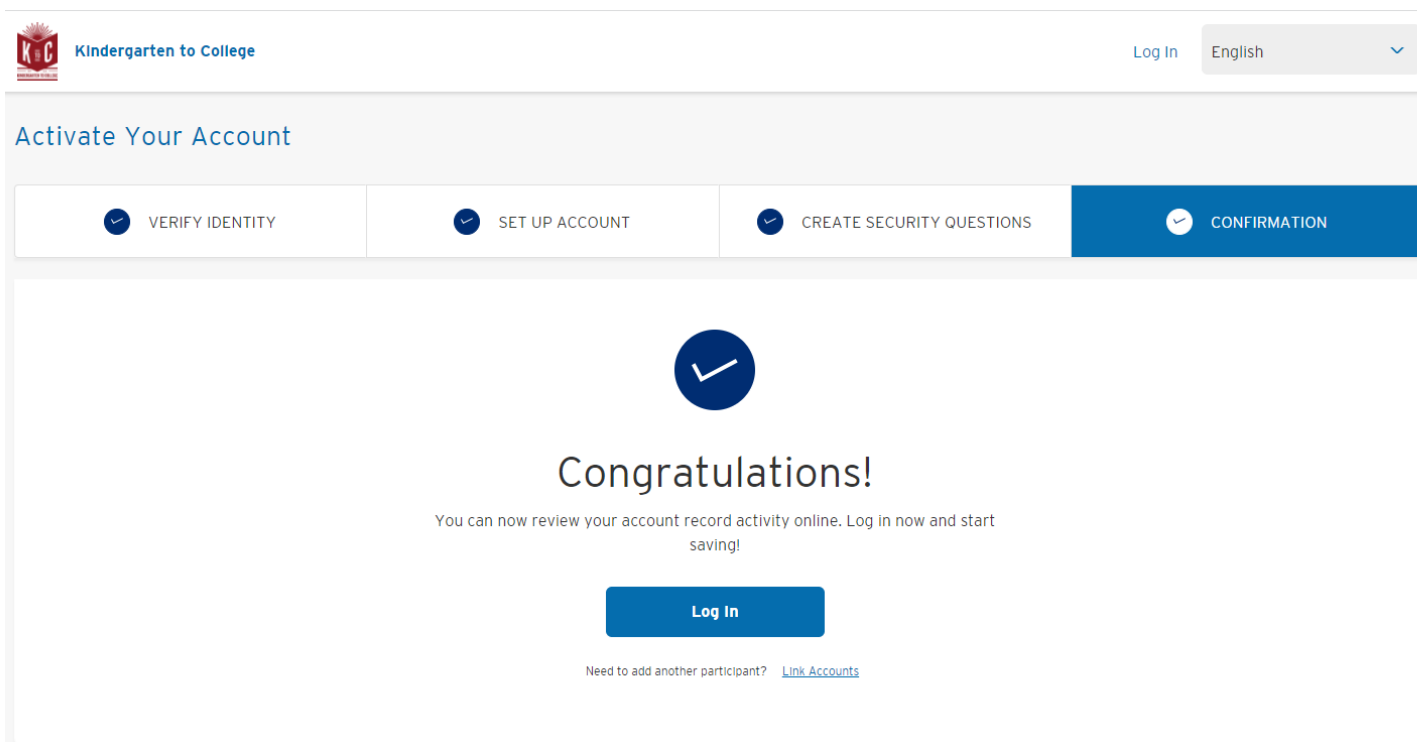


Step 6:

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.

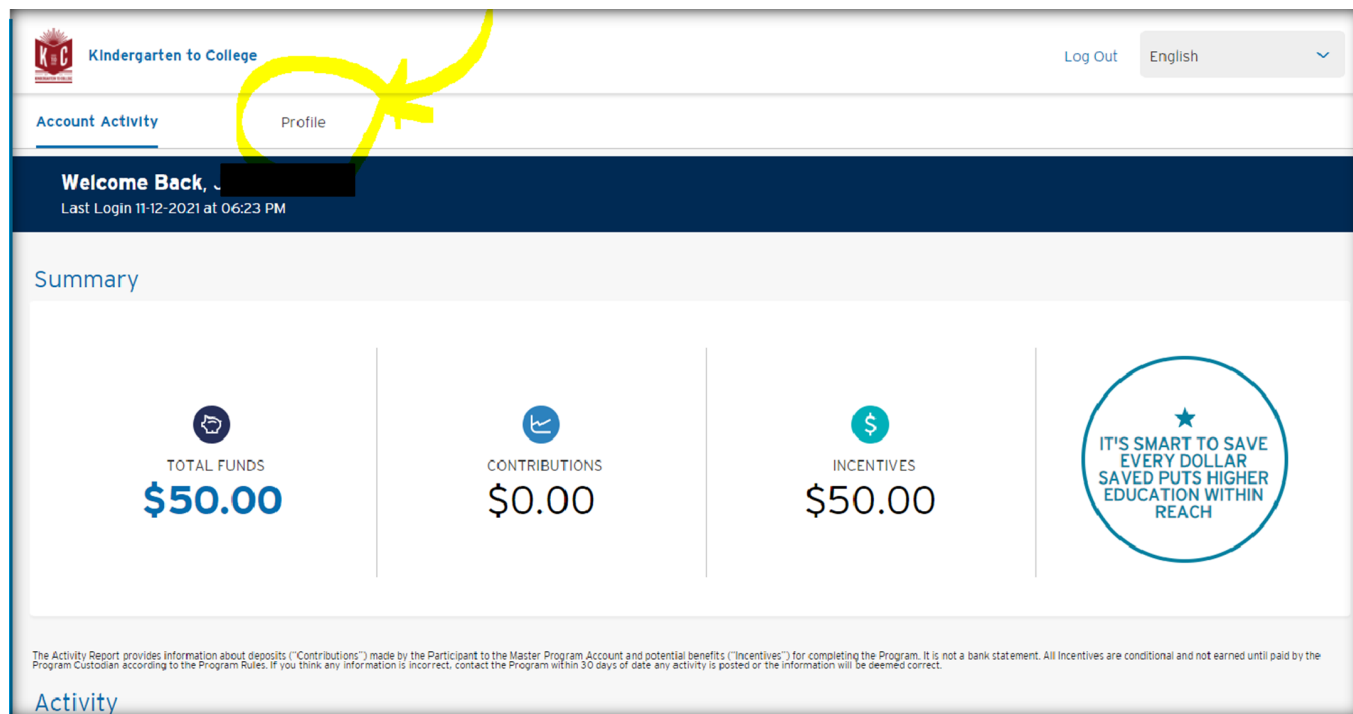


The screenshot shows the 'Activate Your Account' page for Kindergarten to College. At the top, there is a header with the K2C logo, the text 'Kindergarten to College', a 'Log In' link, and a language dropdown menu set to 'English'. Below the header, a progress bar shows four steps: 'VERIFY IDENTITY', '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 that says 'Need to add another participant? [Link Accounts](#)'.



Step 7:

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



Summary

Icon	Category	Amount
	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

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

In this section

Your K2C Account: For Families

Save with a 529

Leaving SFUSD

Get Involved: For Schools

History and Research

K2C Testimonials

Latest K2C News

Donate to 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

1

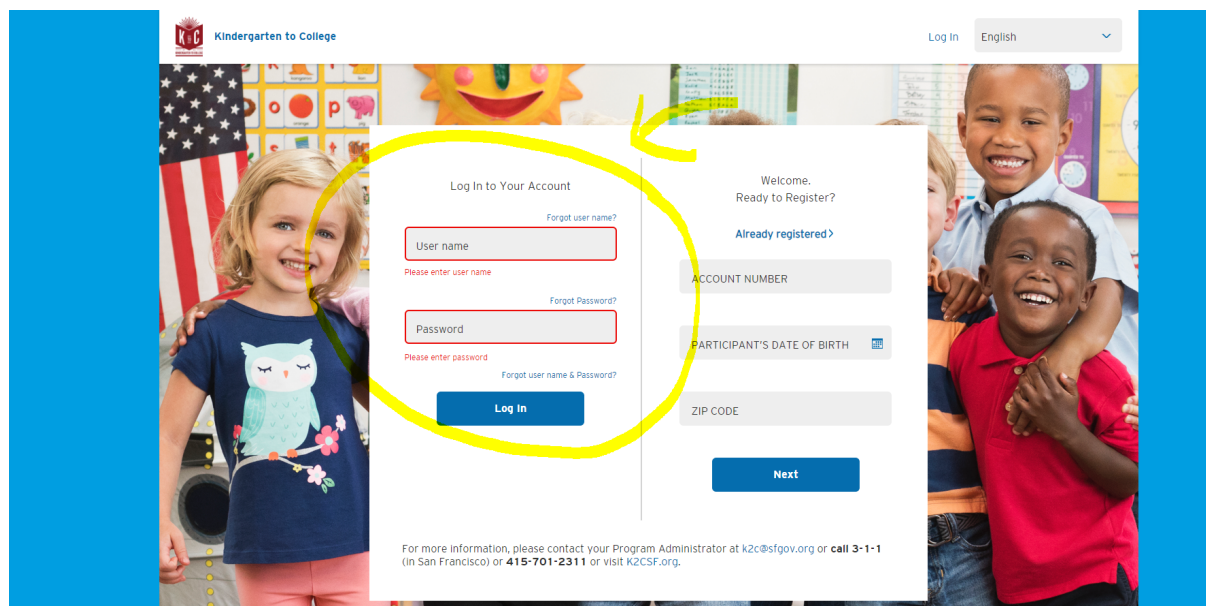


Step 2:

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

Please enter user name

Forgot Password?

Password

Please enter password

Forgot user name & Password?

Log In

Welcome.
Ready to Register?

Already registered >

ACCOUNT NUMBER

PARTICIPANT'S DATE OF BIRTH

ZIP CODE

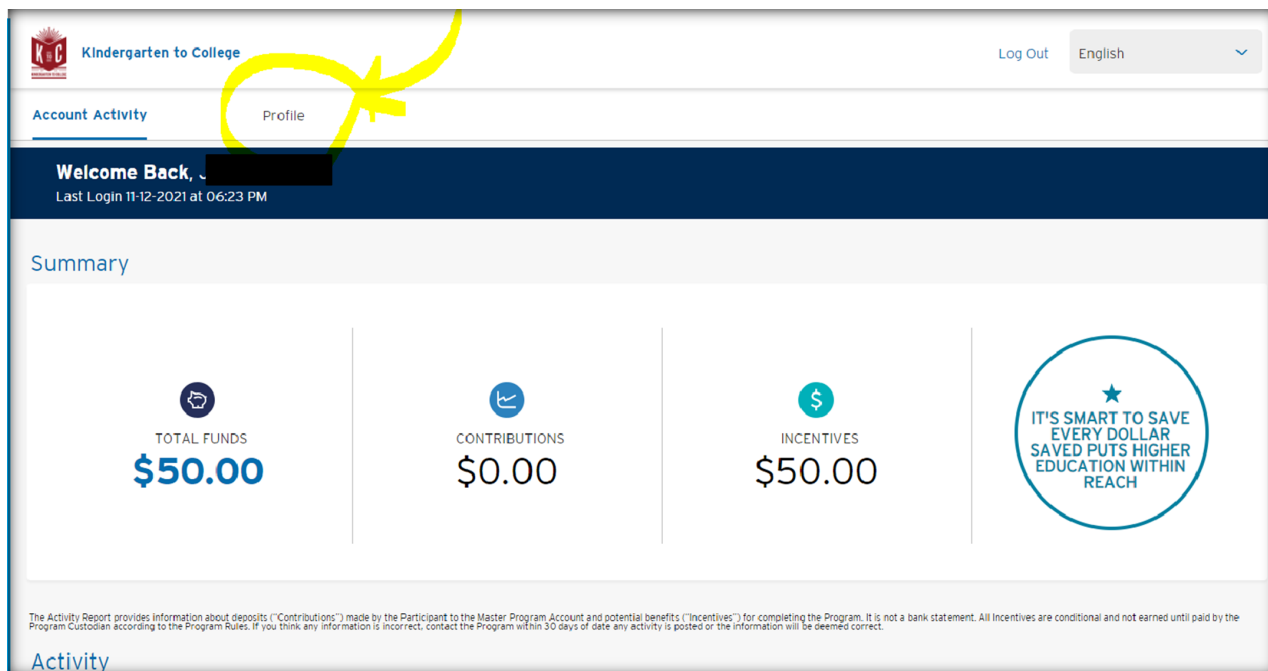
Next

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 "Profile" page.







Kindergarten to College Log Out English

Account Activity Profile

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

Summary

 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 4:

On Profile page click

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

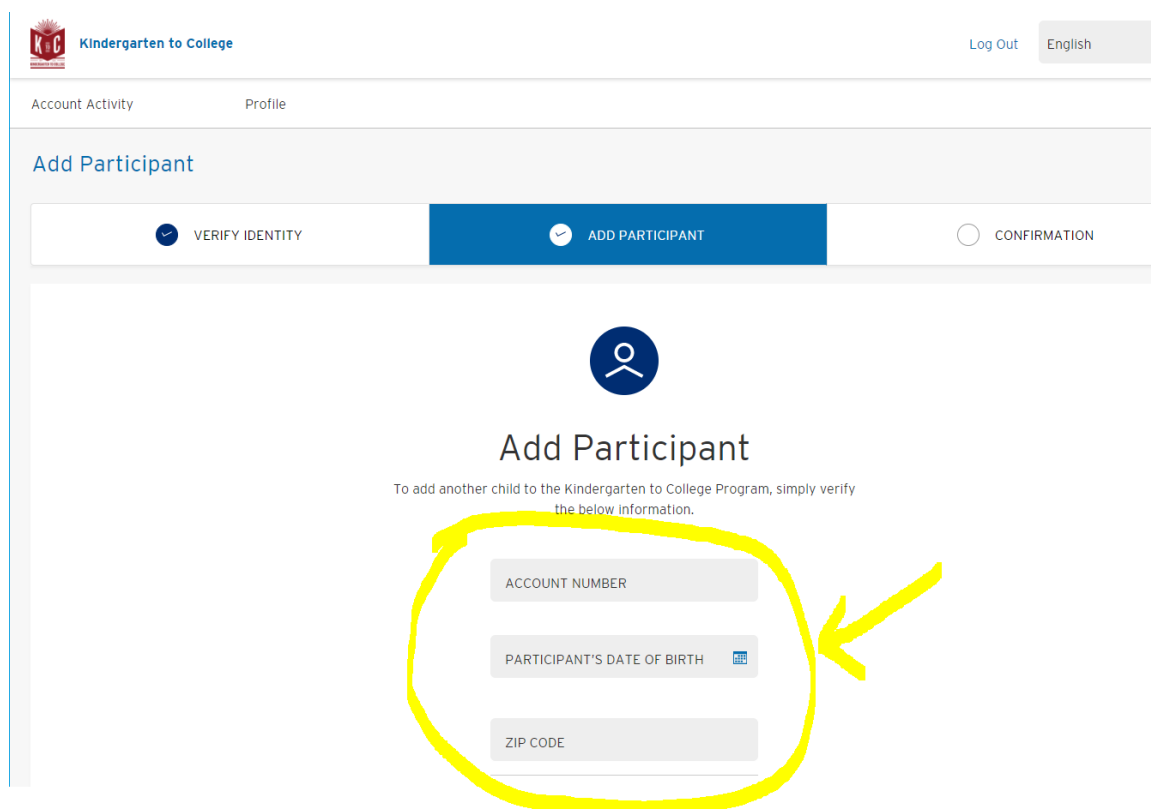
[Link Accounts](#) ←



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




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

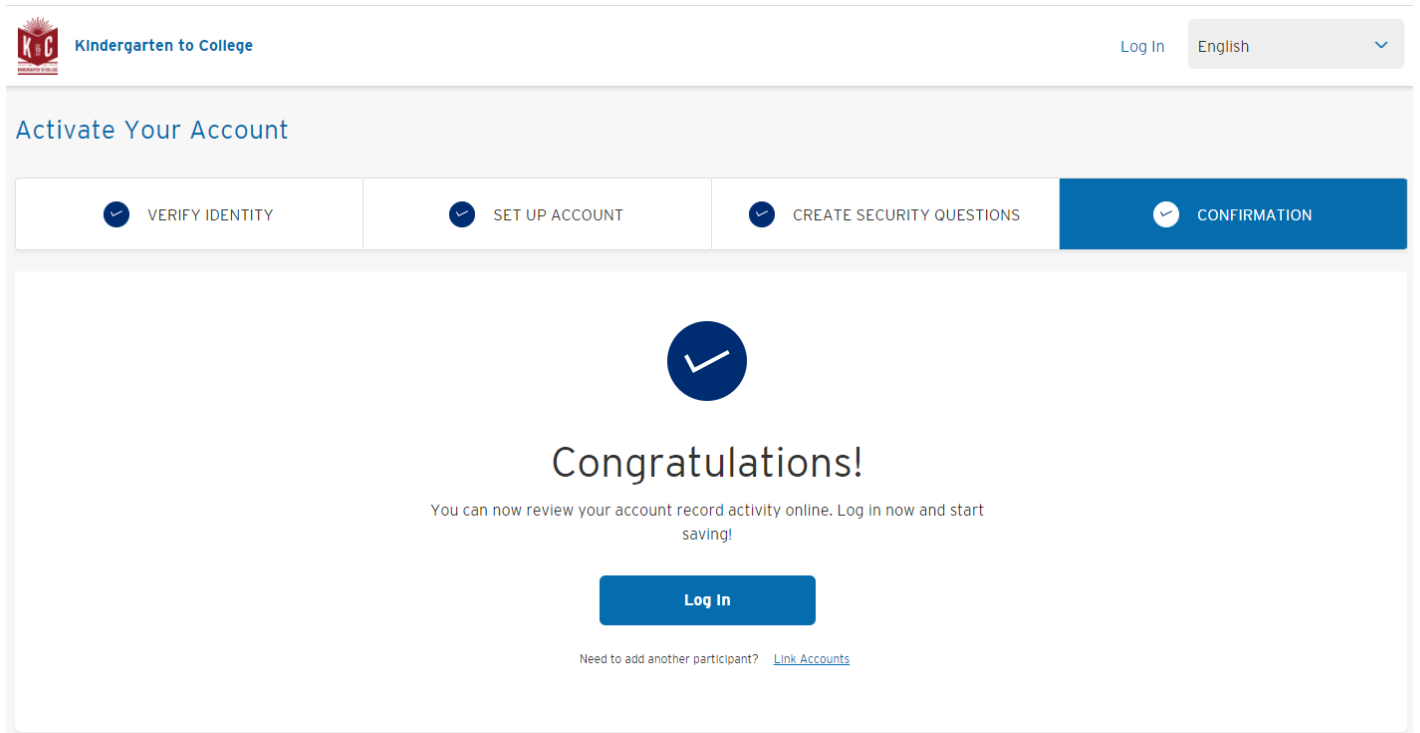
PARTICIPANT'S DATE OF BIRTH 

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. The page has a header with the K to C logo and the text 'Kindergarten to College'. On the right, there are links for 'Log In' and a language dropdown set to 'English'. Below the header, the page title 'Activate Your Account' is displayed. A progress bar shows four steps: 'VERIFY IDENTITY', 'SET UP ACCOUNT', 'CREATE SECURITY QUESTIONS', and 'CONFIRMATION'. The 'CONFIRMATION' step is the active step, highlighted in blue. Below the progress bar, there is a large blue circle with a white checkmark. The text 'Congratulations!' is centered, followed by the message: 'You can now review your account record activity online. Log in now and start saving!'. A blue 'Log In' button is centered below the message. 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.

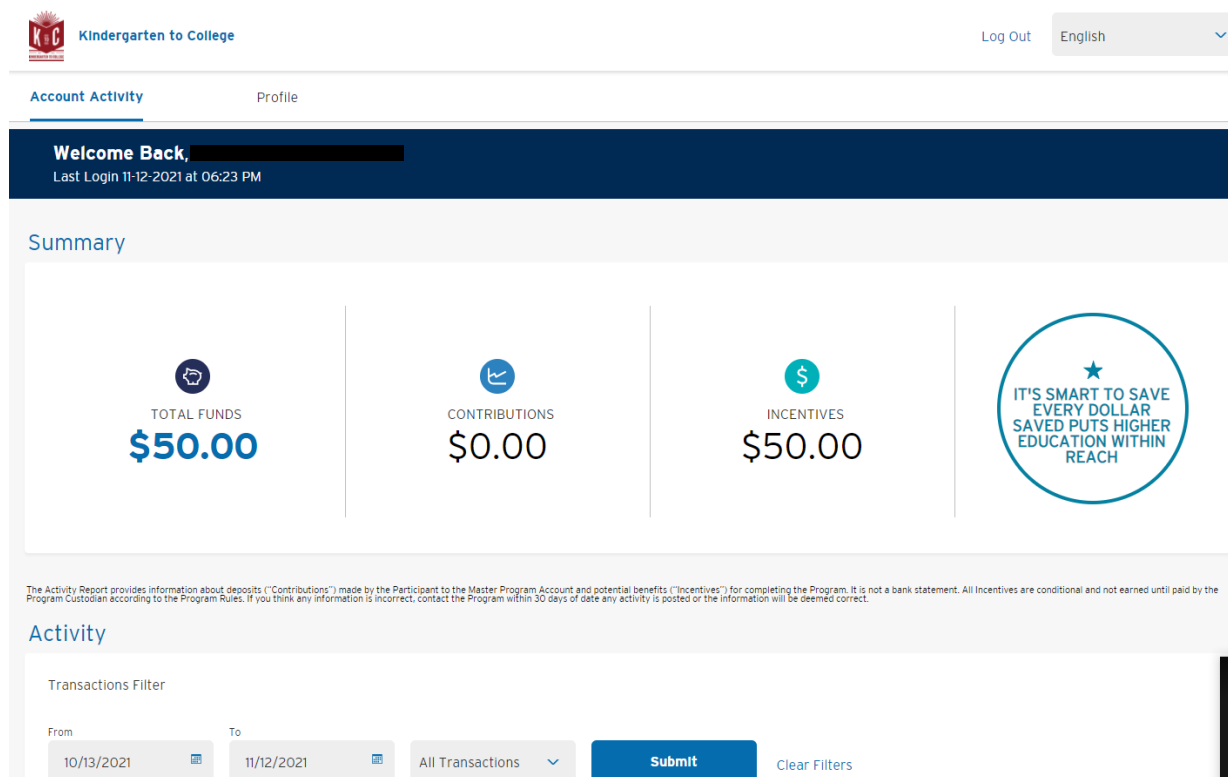
[REDACTED]	[REDACTED]	Total Funds: [REDACTED]	Ineligible for account access
[REDACTED]	[REDACTED]	Total Funds: [REDACTED]	Ineligible for account access

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 is a header with the K to C logo, the text "Kindergarten to College", a "Log Out" button, and a language dropdown menu set to "English". Below the header, there are two tabs: "Account Activity" (selected) and "Profile". A dark blue banner displays "Welcome Back, [redacted]" and "Last Login 11-12-2021 at 06:23 PM". The main section is titled "Summary" and contains four cards: "TOTAL FUNDS \$50.00" with a piggy bank icon, "CONTRIBUTIONS \$0.00" with a checkmark icon, "INCENTIVES \$50.00" 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 cards, 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 below has a "Transactions Filter" with fields for "From" (10/13/2021), "To" (11/12/2021), and a dropdown for "All Transactions", followed by a "Submit" button and a "Clear Filters" link.

Congratulations!

YOU HAVE LINKED YOUR STUDENTS ACCOUNTS!



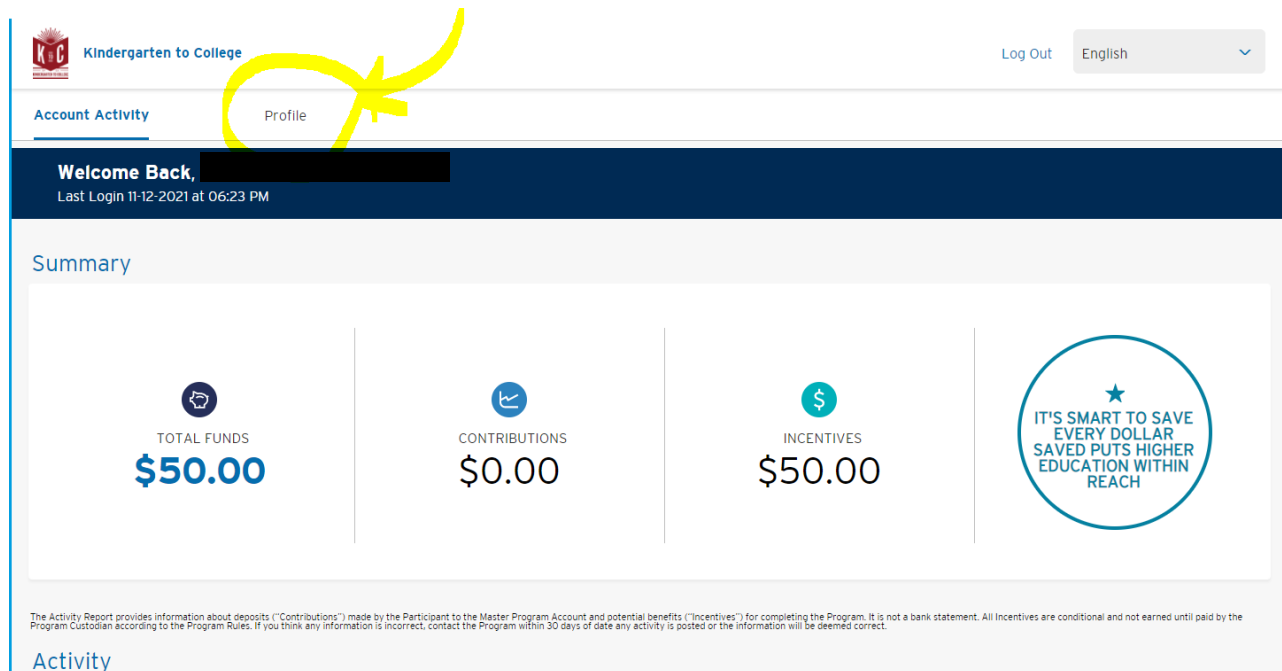
OPTION 3: Grant Access to 13-Year-Old Students and Older Students

Step 1:

Log into your K2C account and click on the

Profile

section.







Kindergarten to College Log Out English

Account Activity Profile

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

Summary

 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.



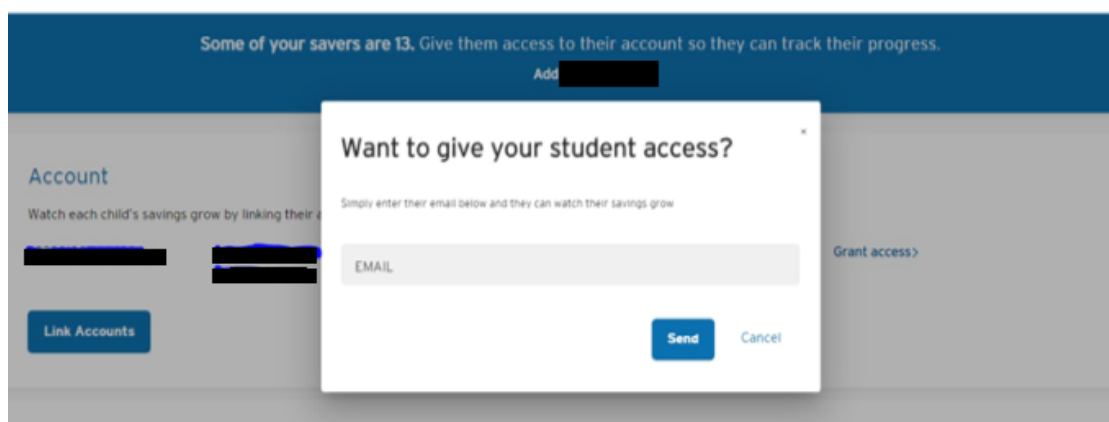
Step 3:

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

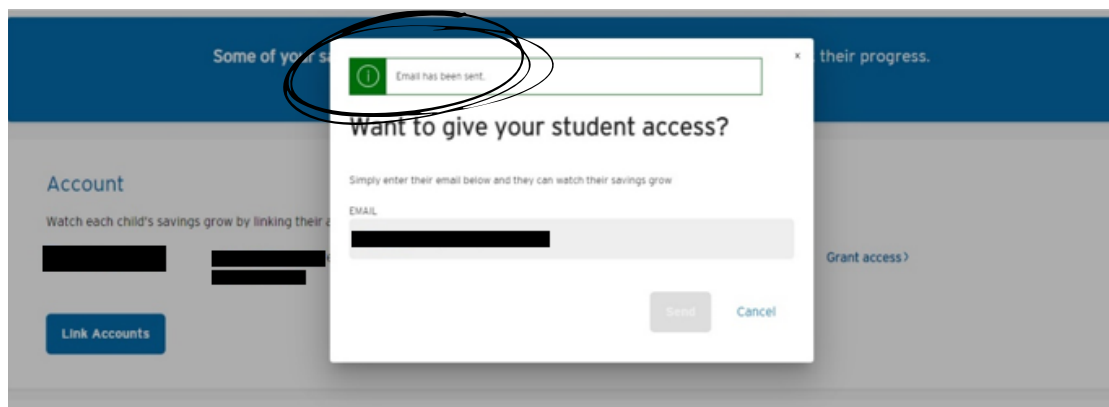
Instructions: Type in their email,

then click

Send

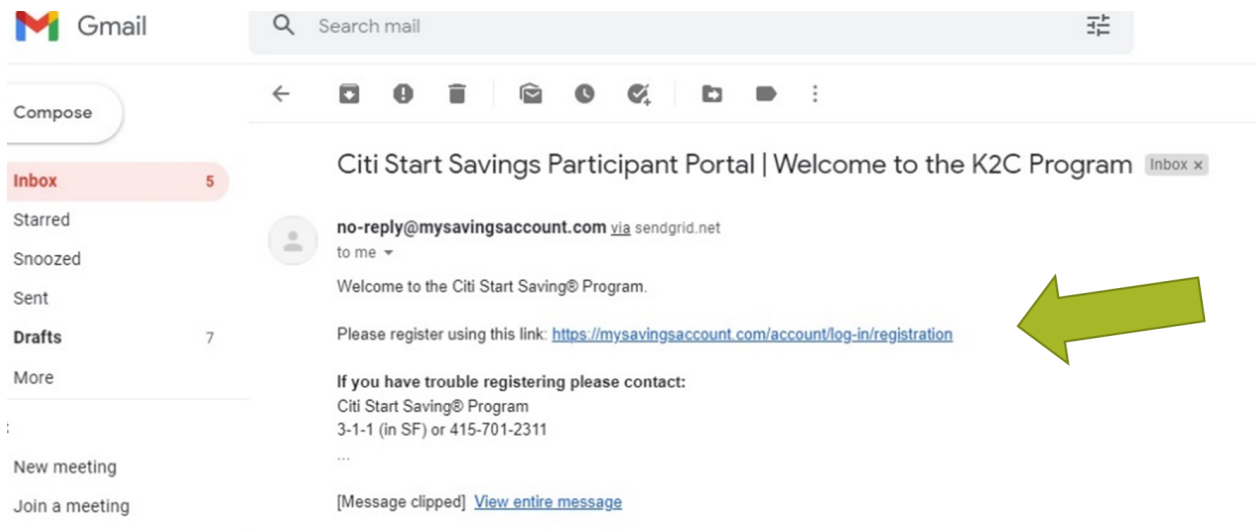


A header will appear confirming an email was sent after you input your email.





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

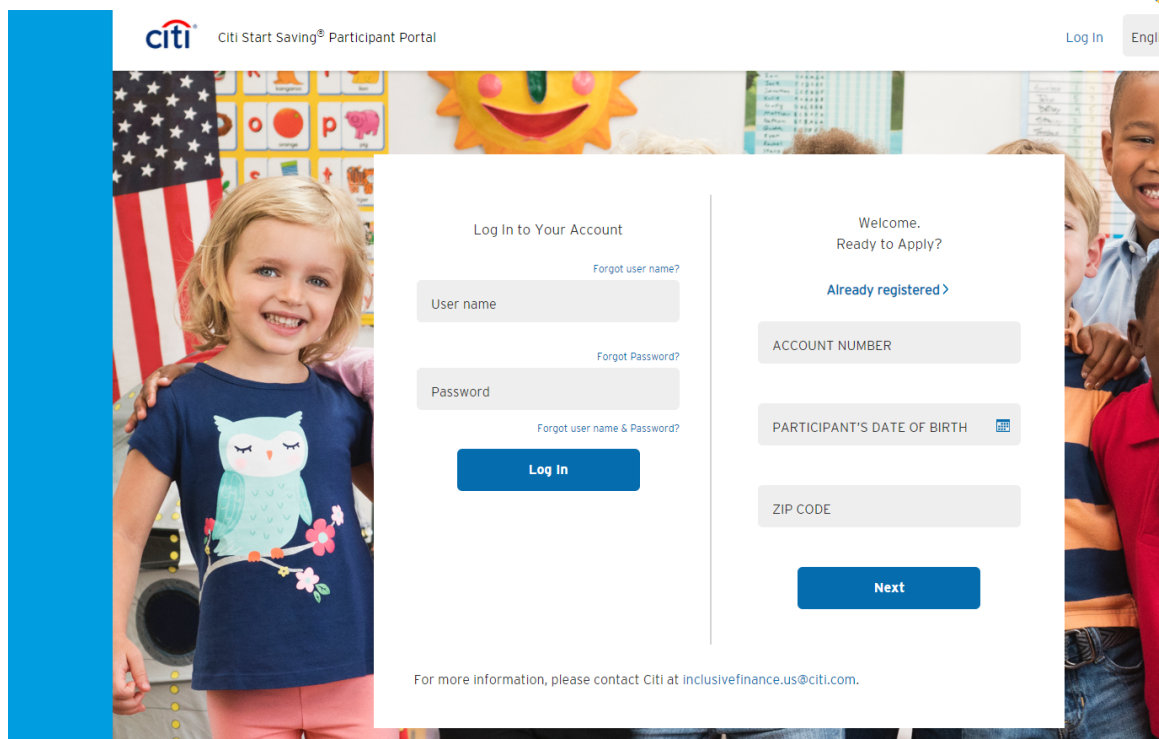


Student will need to provide account number, date of birth, and zip code and follow the same registration process that parents did.

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 [!@#\$%^&*~"{}|;:?.
- 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

Kindergarten to College

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

Important reminder: There is an annual pay-in contribution deadline for gifts in the accounts. To keep the accounts 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.

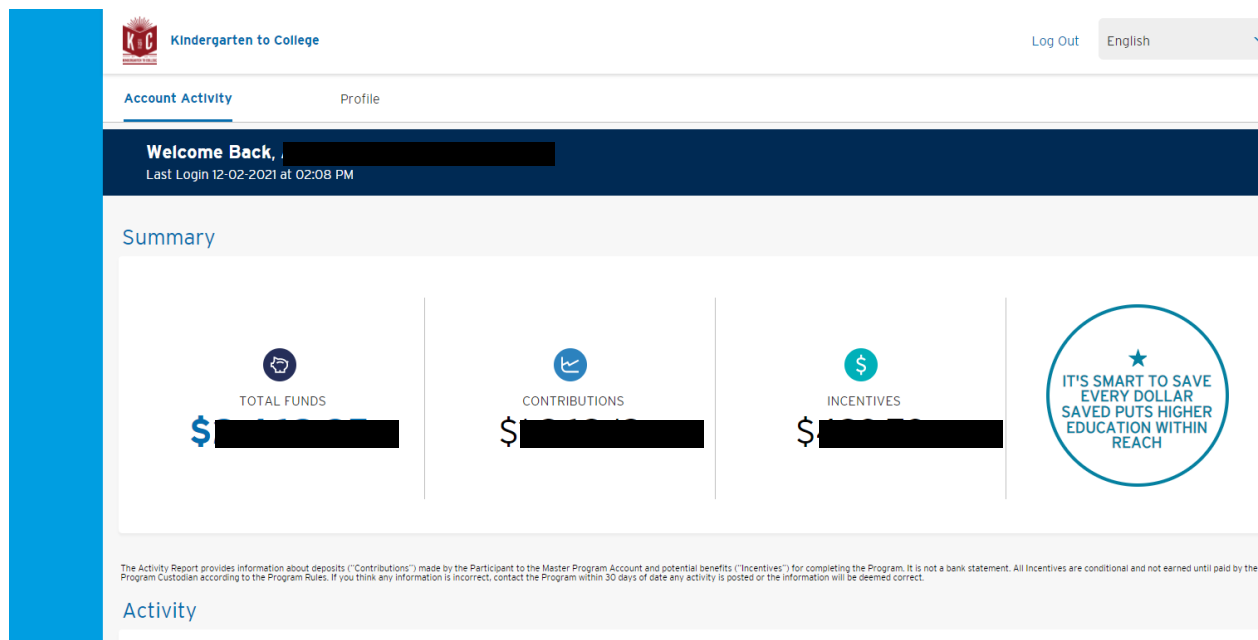
What is the name of your elementary school?
ANSWER 1

In which city was your first elementary school?
ANSWER 2

Note: User Security Questions use existing CSS security requirements.

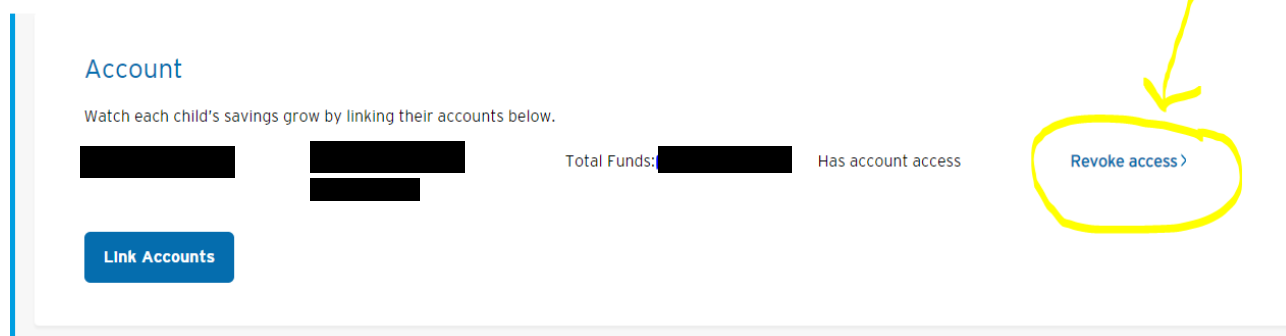
Cancel Next

- 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 welcome message says 'Welcome Back, [redacted]' with '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: '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.' At the bottom, there's a section titled 'Activity'.

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



The screenshot shows the 'Account' section. It starts with the heading 'Account' and the text 'Watch each child's savings grow by linking their accounts below.' Below this is a table with two columns: 'Total Funds' and 'Has account access'. The table has two rows of data, both with redacted names. To the right of the table, there is a 'Revoke access >' link, which is circled in yellow with an arrow pointing to it. Below the table, there is a 'Link Accounts' button.

