



## MySchools Portal Checklist for NYC Art High School Applications

Follow this step-by-step checklist to complete your **New York City art high school** application and portfolio submission through the **MySchools portal**.

■ Create or validate a NYC Schools Account (NYCSA) to connect your student profile.
■ Go to MySchools.nyc and sign in with NYCSA credentials.
■ Link your student using their DOE-issued student ID or account creation code.
■ Search for art-focused programs and add up to 12 school choices.
■ Review each school's portfolio and audition requirements.
■ Note that many programs use a common portfolio submission for multiple schools.
■ Follow DOE file guidelines for types, naming, and formats (JPEG, PDF).
■ Navigate to Additional Materials → Audition & Portfolio in your application.
■ Upload all artworks or videos and confirm each file is correctly labeled.
■ Submit the completed application before the DOE deadline.
■ Check MySchools for confirmation or re-upload requests and save proof of submission.

***Tip: Keep a copy of this checklist for your records. Visit MySchools.nyc for the latest DOE deadlines.***