



# STUDENT REGISTRATION & PARENT ACCOUNT ACTIVATION - *WITH KEY*

The Matanuska Susitna Borough School District is pleased to provide online student registration and information to parents/guardians and students through Synergy's ParentVUE portal!

To activate your ParentVUE account and access the Online Registration Form visit:  
[www.matsuk12.us/registration](http://www.matsuk12.us/registration)

1. Click on *I have an Activation Key*
2. When logging in for the **FIRST TIME**:
  1. Click on: **More Options**
  2. **Activate Account**

3. **Activating your account is a 3-Step Process:**
  1. Read through the Privacy Statement and click "**I Accept**" to agree.
  2. Type your:
    - **First Name**
    - **Last Name**
    - **Activation Key** (received via email) exactly as it appears in your activation email/letter.
  3. Create your **Username** and **Password**
    - Passwords are case sensitive, must contain a letter, number and be 6 characters in length
  4. Enter your **Email**
  5. Click: **Complete Account Activation**
4. Once logged in to your account, Click on: **Begin New Registration**

*Please Note: If you have more than one student enrolled in the MSBSD, you only need to activate your account once. You will however, need to fill out an online registration form for each student PRIOR to submitting your form.*