Accessing Southeastern’s PASS-PORT system

**Step 1: Log on to** [www.selu.edu](http://www.selu.edu)
- Click on Academics
- Click on Colleges and Departments then College of Education
- Scroll down and click on the PASS-PORT icon
- Click on the PASS-PORT icon once again

**Step 2: Log in to PASS-PORT**
- Username: W#
- Password: pass-port (1st time you log in)
- Click “go” and follow the prompts
- The password will only be pass-port the first time you log on, then you are required to change it.
- If you have changed your password and forgotten it then click on “Forgot Your Password?” and one will be e-mailed to you immediately. If you do not receive a temporary password, e-mail cyates@selu.edu for assistance.
Step 3: Pay for PASS-PORT

- Enter your w# as your user name
- Enter the temporary password as the password
- You will be prompted to change it
- You will be directed to the Subscription page

To purchase or renew your subscription, click Yes
You will be prompted to choose a subscription length
Accessing Southeastern’s PASS-PORT system

- You will then be directed to a page to enter Billing information

When all information has been entered, click Next
- You will be taken to the Payment page where you will fill in your credit/debit card information
- OR

If paying by Check or Money Order, click the link Click Here above and download the order form.
- Once you have paid, PASS-PORT features will be available to you