Accessing Southeastern’s PASS-PORT system

**Step 1: Log on to** [www.selu.edu](http://www.selu.edu)

- **Click on Academics**
  
  ![Screen shot of Academics](image1.png)

- **Click on Academic Colleges**
  
  ![Screen shot of Academic Colleges](image2.png)

- **Click on The College of Education and Human Development**
  
  ![Screen shot of The College of Education And Human Development](image3.png)

- **Scroll down and click on the PASS-PORT icon**
  
  ![Screen shot of PASS-PORT Icon](image4.png)

- **Click on the PASS-PORT icon once again**

**Step 2: Log in to PASS-PORT**

- **Username:** W#
  
  ![Username field](image5.png)

- **Password:** pass-port (1st time you log in)
  
  ![Password field](image6.png)

- **Click “go” and follow the prompts**

  ![Login page](image7.png)

- **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

- You will then be directed to the Subscription page.
  
  You have been directed to this page for one of two reasons:
  1. You are a first-time user of Pass-Port and need to purchase a subscription.
  2. You need to renew a subscription that has expired. (Note: All previous work will be available upon renewal.)

  If you feel this is an error, please contact your campus administrator or ILAT Subscriptions.

Would you like to renew or purchase a subscription to PASS-PORT

- Yes: If you would like to renew or purchase a subscription now.
- No: If you would like to return to my login page.

To purchase or renew your subscription, click Yes.
You will then be prompted to choose a subscription length.

Step 2 - Choose a subscription length

- Select a length by clicking next by the length you choose.
Accessing Southeastern’s PASS-PORT system

- The Bookstore Subscription Ticket may be purchased at the University Bookstore in the War Memorial Student Union for the following costs:
  - 1 year license for $50
  - 7 year license for $150
- IF you purchased a Bookstore ticket you will enter the code on the ticket once you click on the Bookstore Ticket.
  - You will then be directed to a page to enter your Billing Information

  - Once you have entered all of your information, 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 and download the order form.

  - If you have paid, PASS-PORT features will be available to you.