







## PASS-PORT: Candidate Requirements (Graduate/Undergraduate/Initial) Revised 11/12




### Undergraduate

- **Complete training** in a class or by studying the Help files posted on the SLU PASSPORT Help page: [http://www.selu.edu/acad\\_research/colleges/edu\\_hd/passport/index.html](http://www.selu.edu/acad_research/colleges/edu_hd/passport/index.html)
- Periodically check your PASS-PORT account for additional tasks sent to you.
- Check that you have a **current Portal** in your Folios tab.
- Create a portal by clicking the Create Folio link [CREATE FOLIO](#) beside Portal Folios.
-  **Enter Field Experiences** for each class you take in the Field Experiences section of your Artifacts Tab.
-  **Enter Professional Development** activities in the Pro Dev section of your Artifacts Tab.
-  **Upload required artifacts** into the File artifacts section of you Artifacts Tab.
- Submit portal folio tasks as required. Be sure to read the directions for completing each portal folio, attaching standards and reflections when required.

### Alt/Initial Certification

- **Complete training** in a class or by studying the Help files posted on the SLU PASSPORT Help page: [http://www.selu.edu/acad\\_research/colleges/edu\\_hd/passport/index.html](http://www.selu.edu/acad_research/colleges/edu_hd/passport/index.html)
- Periodically check your PASS-PORT account for additional tasks sent to you.
- Check that you have a **current Portal** in your Folios tab.
- Create a portal by clicking the Create Folio link [CREATE FOLIO](#) beside Portal Folios.
-  **Enter Field Experiences** for each class you take in the Field Experiences section of your Artifacts Tab.
-  **Enter Professional Development** activities in the Pro Dev section of your Artifacts Tab.
-  **Upload required artifacts** into the File artifacts section of you Artifacts Tab.
- Submit portal folio tasks as required. Be sure to read the directions for completing each portal folio, attaching standards and reflections when required.

### Graduate

- **Complete training** in a class or by studying the Help files posted on the SLU PASSPORT Help page: [http://www.selu.edu/acad\\_research/colleges/edu\\_hd/passport/index.html](http://www.selu.edu/acad_research/colleges/edu_hd/passport/index.html)
- Periodically check your PASS-PORT account for additional tasks sent to you.
- Check that you have a **current Portal** in your Folios tab.
- Create a portal by clicking the Create Folio link [CREATE FOLIO](#) beside Portal Folios.
-  **Enter Field Experiences** for each class you take in the Field Experiences section of your Artifacts Tab.
-  **Enter Professional Development** activities in the Pro Dev section of your Artifacts Tab.
-  **Upload required artifacts** into the File artifacts section of you Artifacts Tab.
- Submit portal folio tasks as required. Be sure to read the directions for completing each portal folio, attaching standards and reflections when required.

**\* NOTE: New accounts are available for activation shortly after the first day of classes. Follow the instructions on the PASS-PORT Help page: "Accessing PASS-PORT".**