Correcting an Unmet within a Portal Folio

1. Log into PASS-PORT https://selu.pass-port.org
   - **Username:** W#
   - **Password:** pass-port (1st time only) – you will be required to change it when you get in

Before working on your current portal gather all of the files that you will need to submit the portal. In order to enter the artifacts into the PASS-PORT portal, you must follow the following steps:

   > 1st: Upload the artifact into Pass-Port
   > 2nd: Once inside the portal click the "Add Artifact from Bin" button and add the artifacts
   > 3rd: Once the artifacts have been uploaded, attach your standards and reflections by clicking the links below the file name.

2. Click the **FOLIOS** tab at the top of the page, and then click on your current Portal Folio.

3. Scroll down the page until you see the artifact that has a Green Check but Requirement Unmet. This indicates that the evaluation completed by faculty did not meet the requirements set for the evaluation. There should be a Remove Artifact button in the bottom left part of the box under the Requirement Unmet. Click on the button.

4. Then scroll up to where the artifact files are above Requirements. By clicking the **Remove Artifact** button, a Delete link should appear next to the Add Reflection link under the file title. Click the Delete button. Your file will disappear from your portal list but it remains in your Artifacts bin. Now you are ready to re-submit.

   [View | Properties | Add Standards | Add Reflection | Delete | View Evaluation]

5. CAUTION: Revise the artifact or use a different artifact. Be sure that you ***DO NOT*** use the same file name for the revised/different artifact because the program will recognize it as the same file. The Unmet file already has an unacceptable Evaluation attached to it.