




Locking and Creating a new 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
2. Click the **FOLIOS** tab at the top of the page, and then click on your open portal folio in which you have all green checks and requirement passed on all artifacts listed under Requirements in your portal folio, you are ready to Submit for Review.



PORTAL FOLIOS			CREATE FOLIO	VIEW ARCHIVE ?
▼ Date	Portfolio Name	Status		
6/12/12	Portal II: Introductory	Open for editing		
	[Properties Delete]			

3. After you have all Green Checks  on **ALL** Requirements AND **Status: Requirement Passed**, then you should click the  button found just under the directions for completing your portfolio. This directs the Pass-Port program to review and lock your portal folio allowing you to create the next portal folio and/or places your name on the report of passed portals required for the next portal or graduation.
4. Once you have passed a portal folio, it is your responsibility to create the next one and begin entering artifacts. To do this: Click the **CREATE FOLIO** link beside the Portal Folios. This should automatically create your next folio.



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▼ Date	Portfolio Name	Status		

NOTE: If there is a **Status: Unmet** under any of the Unit Assessment Items in your portal folio, this will need to be corrected before submitting for Review. This usually means that the evaluation did not meet thresholds set for that evaluation.