Step 1: Log on to www.selu.edu
- Click on Academics
- Click on Colleges & Departments
- Click on Department of Educational Leadership and Technology
Accessing the EdD Consortium PASS-PORT website

- Scroll down and click on the PASS-PORT icon and Click

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. Consider using the same password you use for other Southeastern web accounts.

- 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.
Accessing the EdD Consortium PASS-PORT website

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

The Bookstore Subscription Ticket may be purchased at the University Bookstore in the Student Union for the following costs:
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- 1 Year license for $50
- 7 Year license for $150

- You will enter the code on the ticket once you click the Bookstore Ticket
- 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