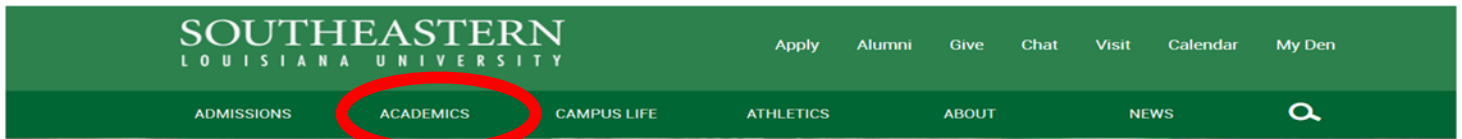


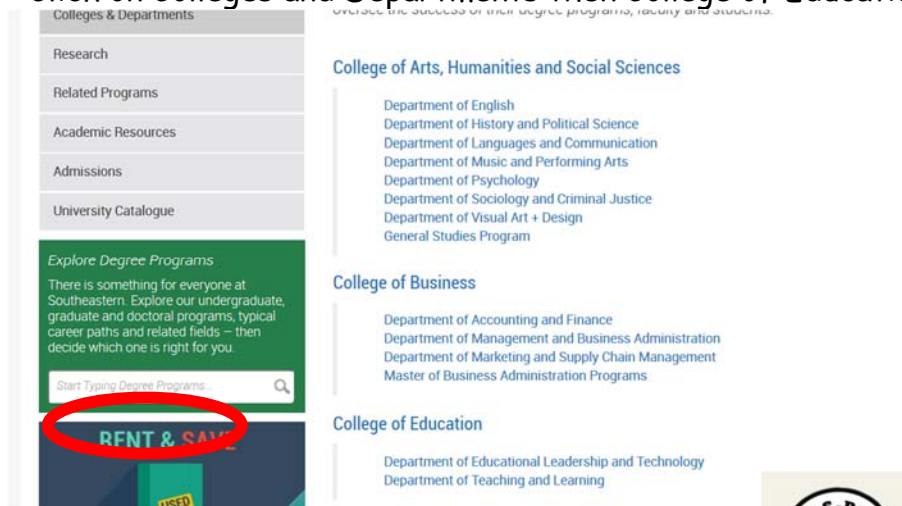
## Accessing Southeastern's PASS-PORT system

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

- Click on Academics



- Click on Colleges and Departments then College of Education



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



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

- Username: W#
- Password: pass-port (1<sup>st</sup> 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.

The image shows a screenshot of the PASS-PORT login form. It has two input fields labeled 'username' and 'password'. To the right of the 'username' field is a 'Sign In' button. Below the 'password' field is a 'GO' button. Red arrows point from the text in the list above to the corresponding fields and buttons: 'W#' points to the username field, 'pass-port' points to the password field, and 'Click "go" and follow the prompts' points to the GO button.

- 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](mailto:cyates@selu.edu) for assistance.

[Forgot Your Password?  
Click Here](#)

## Accessing Southeastern's PASS-PORT system

### 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



Welcome to Subscription Management

**PASS-PORT** Southeastern Louisiana University

ILAT



**You have been directed to this page for one of two reasons:**

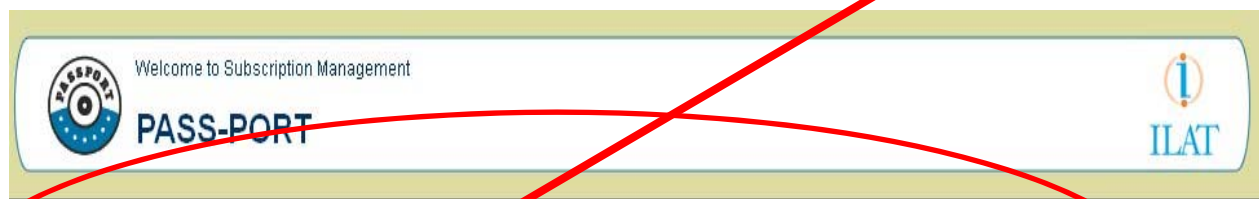
1. You are a first time user of Pass-Port & need to purchase a subscription.
2. You need to renew a subscription that has expired. *Note: All previous work will be available upon renewal.*

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 I would like to renew or purchase a subscription now.
- No I would like to return to my login page.

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



Welcome to Subscription Management

**PASS-PORT**

ILAT

#### Step 2 - Choose a subscription length

- |  |         |               |
|--|---------|---------------|
| <input type="checkbox"/> next                                    | 7 Years | only \$108.00 |
| Get 7 years of continuous access to PASS-PORT for one low price! |         |               |
| <input type="checkbox"/> next                                    | 1 Year  | only \$38.00  |

Click here if you have purchased a subscription ticket from the book store and you want to redeem it. [Bookstore Ticket](#)

[back](#)

## Accessing Southeastern's PASS-PORT system

- You will then be directed to a page to enter Billing information

Welcome to Subscription Management

**PASS-PORT** ILAT

**Step 1 - Personal and Billing Information**

First Name

Last Name

Street Address

City

State

Zip

Phone

- 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

Welcome to Subscription Management

**PASS-PORT** ILAT




**Step 3 - Payment Information**

Name on Credit Card

Account Number

Expiration Date

CVV#  [what is this?](#)

If you want to pay by Check or Money Order, [Click Here](#) to download the PASS-PORT order form.

- 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