Open Internet Explorer, type in www.nsula.edu/passport, and click on PASS-Port site located at the top of the screen. Also you can type nsula.pass-port.org in address bar.

To Create A Working Portfolio:

Create the portfolio only once (see information below to add more artifacts to the same folio)

Click on the Folios tab.
Click on Create Folio for Working Portfolios. Please do not type in a folio name.
Click on Create From Template.
Click on the drop down menu and choose the faculty member who has your template..
Click on the drop down menu to choose the template required.
Click on Create and Edit (Template opens).