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

**To Create the M.Ed. Educational Technology 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 to choose Ronald McBride.
Click on the drop down menu to choose the M.Ed./Ed.S. Educational Technology Portfolio template required.
Click on Create and Edit (Template opens).

Problems?? Use contact information listed above. Also try: http://www.nsula.edu/passport