Open Internet Explorer, type in [www.nsula.edu/passport](http://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](http://nsula.pass-port.org) in address bar.

**To Create the Secondary Methods 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 Nagel, Paul.

Click on the drop down menu to choose the Secondary Methods Portfolio Fall 2009 template required.

Click on Create and Edit (Template opens).

**Problems??** Use contact information listed above. Also try: [http://www.nsula.edu/passport](http://www.nsula.edu/passport)