Open Internet Explorer, type in www.nsula.edu, click Academics, and move mouse to the right to open box and move to College of Education click and let up. Click on NSU Quick Links at the top right corner. Select NSU Pass Port. Also you can type nsula.pass-port.org in address bar.

To Complete an Instructor’s Evaluation of Candidate:

1. Once you log in to PassPort, click on the User Browser button.
2. Click on the Search by Last Name button.
3. A box will now come on your screen asking for the last name of the student.
4. Type in the last name of the student that you are evaluating.
5. Your main screen should change giving you a list of candidates with the last name you typed in.
6. Select the student you are evaluating by clicking on their name.
7. The candidate’s account information should now come up on the screen.
8. Scroll down the screen until you see Faculty-to-Candidate evaluations.
9. Click the Submit New Form button on the right hand side.
10. A box should now come on your screen asking for the type of evaluation you want to select.
11. Choose the type that applies to your situation:
12. Click the Select button next to the one you want.
13. The screen will change to the evaluation you selected.
14. Please read the directions at the top of the screen and complete the evaluation as directed.
15. Once you have completed the form, you will need to print the information. To do so:
   a. Click your right mouse button to see a list of various options.
   b. Select Print from the list given.
16. Once you have printed the evaluation, Press the Submit button.

You will be going through this process for each student that submits a request to you.

If you have any problems or questions, please email or call Jarrod or Dr. McAlister.