



Southeast Key Activation

Step 1.

Open a web browser and go to the **My Southeast Portal** at portal.semo.edu

Step 2.

Click on the **SE Key Activation/Change My Password** link

SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

Single sign-on for Southeast Portal and Moodle

Enter your SE Key and Password

SE Key Password Sign In

Southeast will never request your personal login information via email.

Southeast Help:

- SE Key Activation/Change My Password
- Southeast Help Desk
- Emergency Text Messaging

Public Services:

- Student Email
- Faculty/Staff Email

Step 3.

Type in your **Southeast ID Number** or your **Social Security Number**

Step 4.

Type in your **PIN** number (your two digit day and two digit year of birth) and click **Sign In**

Southeast Key Sign In

Please Sign In to your SE Key.

SE Key:

Password:

If activation is needed...
 Southeast ID: (S09999999)
 Pin: (day) of birth

[Password Reset Facility](#) Forgot your password? To use this facility, you must have previously activated your key, and established your questions and answers. Otherwise, bring a picture ID to the helpdesk.

Step 5.

Create and confirm a password that meets the following password criteria:

- It must be at least 8 characters long
- It must not contain spaces
- It must contain at least one character from the three following groups:
 - Upper case letters A-Z
 - Lower case letters a-z
 - Numeric digits 0-9
 - Special characters ~ ` ! # \$ % ^ * () [] { } \ : ' ; ? , . /

Step 6.

Read and accept the usage policies governing the use of computing facilities and services by placing a check mark in the check box provided

Step 7.

Click the **Activate SE Key** button

Southeast Key Activation

Choose a password and review the usage policies.

SE Key: **baardvark1s**

Create Password: Passwords are
Confirm Password: case sensitive!

Password Rules

I have read and accept the usage policies governing the use of computing facilities and services.

(see Note below)

Step 8.

Your SE key is now activated and ready to use

Note: we strongly recommend that you also setup the password reset facility using the Reset Facility button in case you forget your password in the future.

If you have any questions or problems, please contact the IT Help Desk at 573-651-4357 or at helpdesk@semo.edu