Activating Your SE Key in the Portal

1. Browse to the University Web Page:  www.semo.edu

2. Click on the Portal link

OR


2. Click on the link, SE Key Activation:
3. Enter your ID Number (S09999999) and provisional PIN (as ddyy of birth. For example, a person born August 6, 1989, would enter 0689 as the PIN). You should then see this screen:

4. While still in the above screen, create (and confirm) a password, and take careful note of the SE Key shown above the password fields. The SE Key, along with your self-generated password, are essential to accessing the site.

Once you have activated your account, you have access to the Self-Service Portal. Click on the tab that says “My Courses”. You will find the link to your online class here.

If you have trouble activating your account, please call the Help Desk at 573-651-4357.