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 **Activate my SE Key** link

**Step 3:** On the side that says “Activate my SE Key” type in your Southeast ID Number
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Step 4: Type in your PIN number (your two digit day and two digit year of birth) and click **Activate**

Step 5: Create and confirm a password that meets the following criteria:

- It must be at least 12 characters long
- It must contain at least one character from three of the following four groups:
  - Upper case letters A-Z
  - Lower case letters a-z
  - Numeric digits 0-9
  - Special characters `~ ! $ % ^ * ( ) _ + - { } [ ] \ : ' ; ? , . /

Step 6: Type in your desired password in the **New Password** Box
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**Step 7:** 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 8:** Your SE Key is now activated and ready to use.

Didn’t work for you? If your problem still persists, call the IT help Desk at 573-651-4357