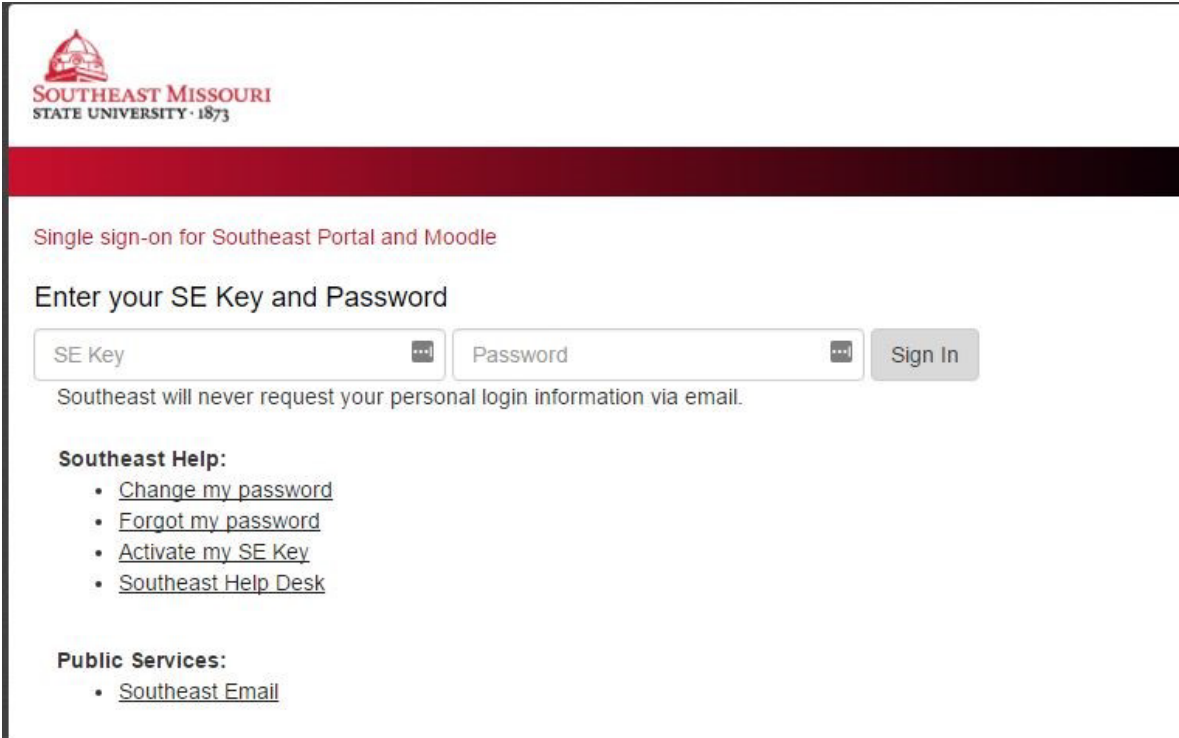


Southeast Key Activation

Step 1: Open a web browser and go to the **My SoutheastPortal** at portal.semo.edu

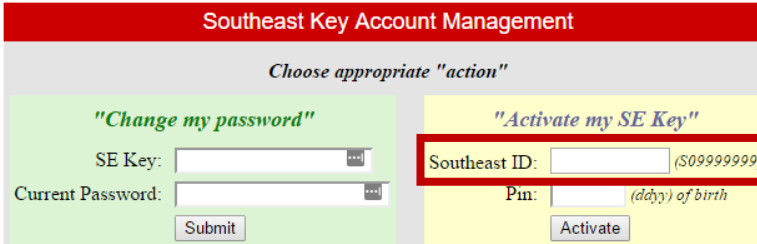
Step 2: Click on the **Activate my SE Key** link



The screenshot shows the login page for Southeast Missouri State University. At the top left is the university logo and name. Below it is a red horizontal bar. The text "Single sign-on for Southeast Portal and Moodle" is centered. Below that is the instruction "Enter your SE Key and Password". There are two input fields: "SE Key" and "Password", both with eye icons. To the right of the "Password" field is a "Sign In" button. Below the input fields is the text "Southeast will never request your personal login information via email." Underneath is a "Southeast Help:" section with four links: "Change my password", "Forgot my password", "Activate my SE Key", and "Southeast Help Desk". At the bottom is a "Public Services:" section with one link: "Southeast Email".

Step 3: On the side that says “Activate my SE Key” type in your **Southeast ID Number**

Depending on your role at Southeast (student, faculty, staff, or alumni), your Southeast Key provides access to various online resources.



The screenshot shows the "Southeast Key Account Management" page. At the top is a red header with the text "Southeast Key Account Management". Below it is a grey bar with the text "Choose appropriate 'action'". There are two main sections: a green one on the left for "Change my password" and a yellow one on the right for "Activate my SE Key". The green section has input fields for "SE Key:" and "Current Password:", and a "Submit" button. The yellow section has input fields for "Southeast ID:" (with a placeholder "(S09999999)", highlighted by a red box), "Pin:" (with a placeholder "(d099) of birth"), and an "Activate" button.

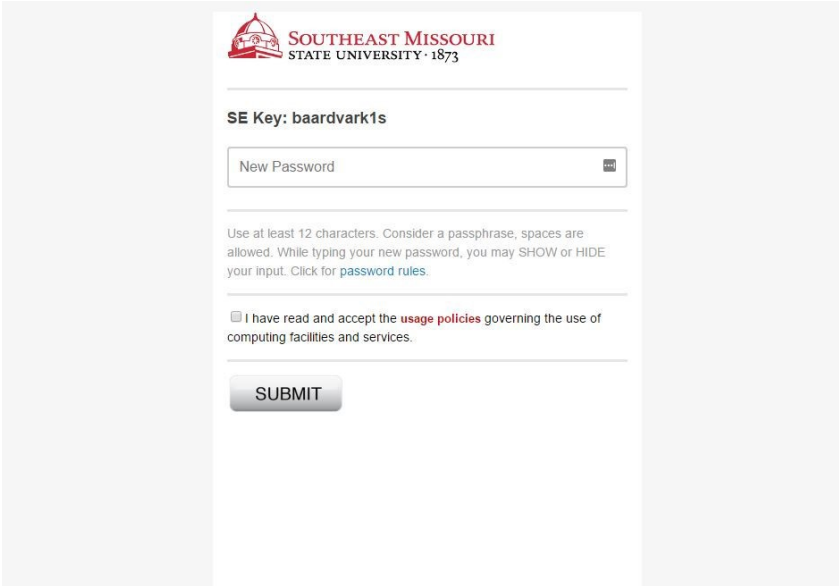
Southeast Key Activation

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**



The screenshot shows a web form for activating a Southeast Missouri State University key. At the top left is the university's logo and name. Below that, the text "SE Key: baardvark1s" is displayed. A text input field labeled "New Password" is present, with a small icon on the right side. Below the input field, there is a paragraph of instructions: "Use at least 12 characters. Consider a passphrase, spaces are allowed. While typing your new password, you may SHOW or HIDE your input. Click for [password rules](#)." Below this is a checkbox with the text "I have read and accept the [usage policies](#) governing the use of computing facilities and services." At the bottom of the form is a "SUBMIT" button.

Southeast Key Activation

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.



 SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

SE Key: baardvark1s

New Password

Use at least 12 characters. Consider a passphrase, spaces are allowed. While typing your new password, you may SHOW or HIDE your input. Click for [password rules](#).

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

SUBMIT

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