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

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](image)

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]

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.*