What is PASSPORT?

PASSPORT stands for Personal Access to Student Services – Polk Online Registration Tool. It is exactly that – an online way to register, pay your fees, view your grades, print unofficial transcripts, print your schedule, check the status of your financial aid or transcript requests, change your personal information, and much more.

The PASSPORT Login Page

To use PASSPORT you must have Internet access and a current version of Internet Explorer or a compatible web browser. AOL customers who experience problems accessing PASSPORT via AOL should use Internet Explorer. You can connect to PASSPORT using a computer in the Teaching/Learning/Computing Center (TLCC) at any campus or center or one of the kiosk computers in Student Services.

You can find a link to PASSPORT on Polk State College’s website www.polk.edu on either the Current or Future Student home pages.

In PASSPORT, the Main Menu / Logon Page (below) is divided into two halves:

- On the left side of the page are various “public” resources. To access them, simply click on the word(s).
- On the right side of the page, there are two login options: one for students and one for faculty and staff.

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Student ID: Use your Social Security Number or the Student ID that was mailed to you when you applied.
PIN: Use the PIN (Personal Identification Number) that was mailed to you when you first applied. You are advised to change your PIN during your first use.

If you do not have the information you need to log in or have difficulty doing so, please contact us at 863-297-1000.
The Student Home Page

You can always return to this page by clicking [Home] in the Navigation Bar.

The Navigation Bar

Most options on the Navigation Bar have either a Quick Link or are under several drop-down menus to make getting where you need to go easier. The key options on PASSPORT’s Navigation Bar are:

- **Advising** – Display advising information, your degree audit, or your transcript.
- **Registration** – Add/Drop/Withdraw from classes; view registration history, your schedule, or tuition and fees.
- **My Financials** – Make payments or view financial information.
- **Financial Aid** – Links to the federal government’s FAFSA online student aid application website.
- **Records** – Allows you to access your grades, transcripts, and grade point average.
- **Profile** – Allows you to change your address and PIN.

- The first time you log on, carefully read the Acknowledgement page before clicking [Accept] at the bottom. You will be held accountable for this information.
- The first time you log on, choose the way you want to receive the 1098T tax information. The navigation bar at the top has drop-down menus.
- Jump to key areas using the Quick Links in the upper left.
- Accessing your Polk State e-mail is very important as most official College communication will come to you through your Polk State e-mail which may be accessed here.
- Get a quick view of your schedule.
- Add/Drop/Withdraw from classes using the Quick Links.
- Update your personal information by clicking on the hyperlinks. Allow one day for changes to display.
- Look at your financial status. Pay online from the Home page.
- Important dates display under and on the calendar. Withdrawal and refund deadlines are displayed. The calendar will also mark important College deadlines and dates.
Display Degree Audit

A degree audit is a list of program requirements to complete a degree. You can see what you have taken, where it fits in completing your degree, and what you have remaining to take.

Register for Classes

Registration information can be found here. Our Admission Guide is another valuable resource which contains important information regarding Admission, Transcripts, Testing and Placement, Financial Aid, and Orientation.

My Schedule

Your latest schedule will be the default view.
Payment Highlights

Fee Summary

- You can view finances for any term you have attended recently.
- Registration fees must be paid by the deadline date shown. You must pay the amount under Balance Due.

View Receipts

- You can view or print a receipt for any payments made.

Financial Aid Highlights

Check Aid Status

- Click “View Status” to receive updated information regarding your Financial Aid application status.