



START OF TERM TASKS

How to Access and Complete

Last edit date: 8/18/2024

This document provides instructions for students to complete their Start of Term Tasks in RamPortal which include reviewing personal information and financial aid awards, completing the Student Code of Conduct agreement, FERPA notice and Start of Term agreement. **Your Start of Term agreement and completion of the Start of Term Tasks is critical to preventing the cancellation of your class schedule.**

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[Navigation](#)

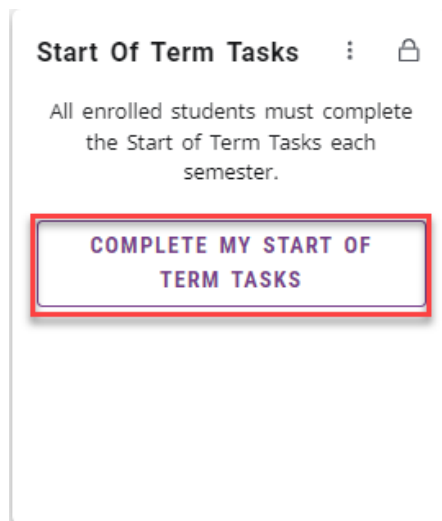
[Complete Start of Term Tasks](#)

[Review and Update Personal Information](#)

Review Financial Aid Award Information (Link to be provided shortly.)

NAVIGATION:

- Log in to RamPortal at ramportal.wcupa.edu.
- Locate the “Start of Term Tasks” card.
- Click “Complete My Start of Term Tasks”.



COMPLETE START OF TERM TASKS

Tasks

Introduction

All enrolled students must complete the Start of Term Tasks each semester. As part of these tasks, we ask that you review and update personal information, complete important start of term responsibilities and review/agree to various university policies.

Please review the following and indicate below once completed:

- **Review and update Personal Information**

- Please review contact information (email, phone number, and addresses) for accuracy and make any necessary updates. Please provide/update emergency contacts and other personal information, such as preferred name, pronouns, gender identity, and ethnicity information.

- **Review Financial Aid award information**

- Complete any requirements and respond to any questions on the "Home" tab, review your financial aid offer and accept/decline/reduce as needed. While accepting/reducing any funds on the "Offer" tab, make sure to accept your "Terms and Conditions" which will display as a pop up once you click to "accept".
- Review Student Financials (Bursar) card and make payment or payment arrangements if you have any outstanding balance.

I HAVE REVIEWED AND COMPLETED THE ITEMS ABOVE

- Beginning with the Introduction page, click on the two blue bullets to review and update the Personal Information and review any Financial Aid award information. Then, review the Student Financials (Bursar) card on your RamPortal home page.

Review and Update Personal Information

- Review each block on the Personal Information page for accuracy. The left box displays your profile picture, name, ID number, WCU email address, local address and phone number. This box is not editable. Changes can be made using the boxes to the right of this box.
 - To edit Personal Details, click on the "Edit" icon on the upper right side of the box.
 - To add an email, phone number or address, click the "Add New" button on the upper right side of each respective box.
 - Preferred first name, personal pronouns and gender identification can be modified in this section. First, Middle, Last Name, Date of Birth and Legal Sex cannot be modified in this section.
 - Once changes are complete, click the "Update" button on the bottom right-hand side of the box.

Edit Personal Details ✕

First Name <input type="text" value="Jack"/>	Middle Name <input type="text" value=""/>	Last Name <input type="text" value=""/>
Date of Birth <input type="text" value="August 25, 2002"/>	Legal Sex <input type="text" value="Male"/>	Preferred First Name <input type="text" value="Enter Preferred First Name"/>
Personal Pronoun <input type="text" value="He/They"/>	Gender Identification <input type="text" value="Non Binary/Agender"/>	

Cancel
Update

View and Edit Email, Phone Number or Address

- To add an email, phone number or address, click the “Add New” button on the upper right side of each respective box.

Profile picture

A 1

ID Number: W0 17

@wcupa.edu

St, West Chester,
Pennsylvania 19382-3523

201-888-1000

Personal Details ✎ Edit

First Name	Middle Name	Last Name
Date of Birth	Legal Sex Female	Preferred First Name
Personal Pronoun She/Her/Hers	Gender Identification Woman	

Email + Add New

Campus email (Preferred)
s de@wcupa.edu
(Not Updateable)

Phone Number + Add New

Permanent Residence Phone (Primary)
2 7
(Not Updateable)

Address + Add New

Local Address	Home/Permanent
Current 08/21/2023 - (No end date) West Chester Pennsylvania 19382-3523	Current 03/24/2023 - (No end date) ie Morrisville Pennsylvania 19067-7126

- To edit an email, phone number, address, emergency contact or additional details, click the pencil icon below the information you wish to edit.

Personal email


██████████@verizon.net

✎

🗑

- The “Edit Address” box contains “Valid From” and “Valid Until” fields. Please enter these dates for temporary housing.

- For each area updated, once updates are completed, click the “Update” text on the bottom right-hand corner of the respective window.

- Since the Start of Term page opens in a new tab, to return to the Start of Term Tasks page, click the Start of Term Tasks - RamPortal tab that should have remained open. 
- If you do not have Financial Aid Award information to review, click the “I have reviewed and completed the items above” box at the bottom of the Introduction page.
- **If you do have Financial Aid Award information to review, continue to the next section.**

Review Financial Aid Award Information

- Detailed instructions to view your Financial Aid award can be found separately in this document. (Link to be provided shortly.)

When both the “Review and Update Personal Information” and the “Review Financial Aid Award Information” sections are complete, click the “I have reviewed and completed the items above” box at the bottom of the Introduction page.

Start Of Term Tasks

TASKS

- Introduction**
- Student Code of Conduct Agreement
- FERPA Notice
- Local Address
- Start of Term Agreement

Tasks

Introduction

All enrolled students must complete the Start of Term Tasks each semester. As part of these tasks, we ask that you review and update personal information, complete important start of term responsibilities and review/agree to various university policies.

Please review the following and indicate below once completed:

- [Review and update Personal Information](#)
- [Review Financial Aid award information](#)
- Review Student Financials (Bursar) information and make payment or payment arrangements

I HAVE REVIEWED AND COMPLETED THE ITEMS ABOVE

- Next, use the left side Tasks menu to click through and complete the steps on the additional pages:
 - Student code of Conduct Agreement – read thoroughly and click “Accept”.
 - FERPA Notice - read thoroughly and click “Accept”.
 - Local Address – read thoroughly, and if the address shown is incorrect, click the pencil icon below the address to edit.
 - **** PLEASE NOTE** – if you edited your local address in the Introduction section, please refresh your browser for the new address to populate in this section, then click to confirm.

Tasks

Local Address

Students must have a local address on file with the university. A local address is the address where a student is living while enrolled at the University and actively attending. If you are residing on campus, please confirm the residence hall/affiliated housing address listed below is accurate. Otherwise, please add/update your local address. If your home address is your only address, please enter that address here.

If the address below is not your local address for this semester, please update it here

Local Address

36 Price St

West Chester, PA 19382-3523



CONFIRM

- Edit the address by typing in the correct address, then click the “Save” button.

Enter your Local Address

Address Line1 *
123 Main Street 15 / 75

Address Line2
0 / 75

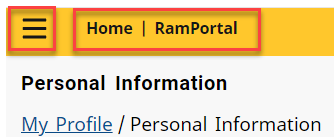
City *
West Chester 12 / 50

State *
PA 2 / 2

ZIP *
19382-3523 10 / 5

CANCEL SAVE

- Start of Term Agreement - read thoroughly and click “Accept”.
- Once all changes are complete, if you wish to return to the RamPortal homepage you can do so by clicking “Home | RamPortal” or the hamburger three-line menu icon on the top right of the screen.



- If choosing the hamburger menu icon, you can then click the “home” icon to return home.

