



# First Year Student Guide to Completing Your Placement Journey

Last edit date: 04/30//2026

**Purpose:** This guide explains how to complete your Placement Journey, including required tasks, a survey, placement tests, and how to view your scores.

## CONTENTS

<a href="#">BEFORE YOU START</a>	<a href="#">1</a>
<a href="#">ACCESS YOUR PLACEMENT JOURNEY</a>	<a href="#">1</a>
<a href="#">COMPLETE YOUR PLACEMENT TASKS</a>	<a href="#">2</a>
<a href="#">VIEW SCORES</a>	<a href="#">3</a>
<a href="#">CONTACT INFORMATION</a>	<a href="#">4</a>

## BEFORE YOU START

- Use a desktop or laptop computer to complete the placement exams.
- Mobile devices are not recommended.

## ACCESS YOUR PLACEMENT JOURNEY

1. Navigate to [wcupa.navigate.eab.com](http://wcupa.navigate.eab.com) and select **Login with your school account**. (See Fig 1)

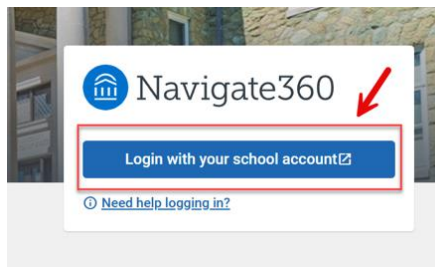


Fig 1

2. Use your West Chester University RamNet ID Username to login: ex: 3012345@wcupa.edu or JD123456@wcupa.edu.
3. Select **Journeys** from the left menu (see Fig 2).

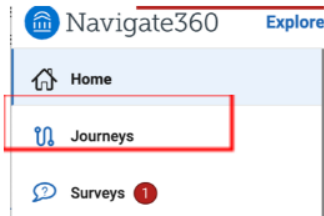


Fig 2

4. Click on the Placement Journey assigned to you (see Fig 3).

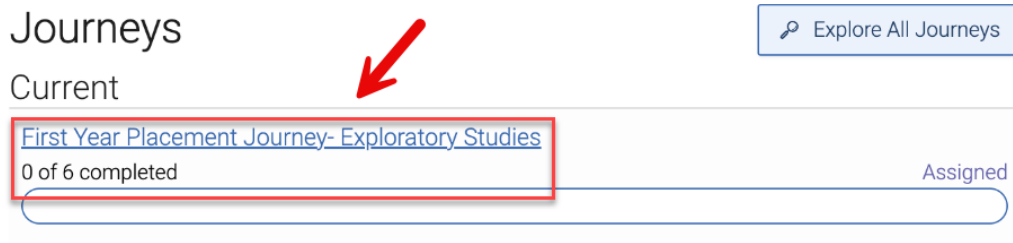


Fig 3

## COMPLETE YOUR PLACEMENT TASKS

1. Select a task to begin. A sample of a journey is shown below, but remember each student receives different tasks (see Fig 4).

Steps in this Journey:

<a href="#">Welcome</a> Due Date: 05/09/2025
<a href="#">Financial Term and Conditions</a> Due Date: 05/09/2025
<a href="#">Student Information</a> Due Date: 05/09/2025
<a href="#">Write Survey</a> Due Date: 05/09/2025
<a href="#">Mathematics Placements</a> Due Date: 05/09/2025
<a href="#">Second Language Placement</a> Due Date: 05/09/2025

Fig 4

2. Follow the instructions for the selected task.
3. To mark the task as completed, click on the **Completion Reason** drop-down and select **This is completed** (see Fig 5).

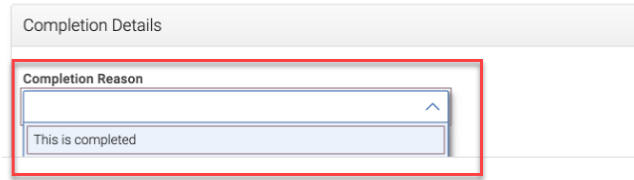


Fig 5

4. Click on the **Go Back** button at the top of the page to return to the Journey menu (see Fig 6).

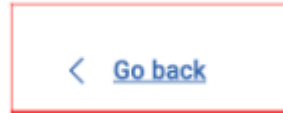


Fig 6

5. The **Student Information** task will direct you to complete a survey. The survey is located in the left-hand menu under **Surveys** (see Fig 7).

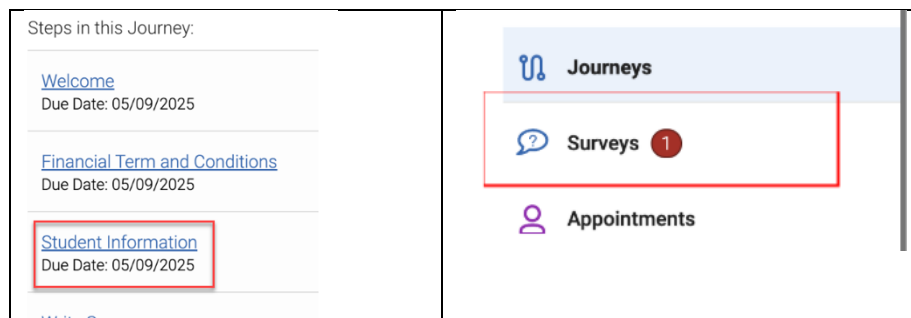


Fig 7

6. Some tasks in your Placement Journey include Placement Exams and may not apply to all students. Complete any assigned tests and then return to Navigate to mark the task complete.
  - Math Placement exam link will take you to the ALEKS website
  - Write Survey Exam will take you to D2L
  - Foreign Language will take you to the Emersion website.
7. Once all tasks are complete, a confirmation message will display indicating that your Placement Journey is complete.

## VIEW SCORES

1. Log in to **RamPortal** at [ramportal.wcupa.edu](http://ramportal.wcupa.edu).
2. Locate the **Placement Exams** card on your homepage (see Fig 8).

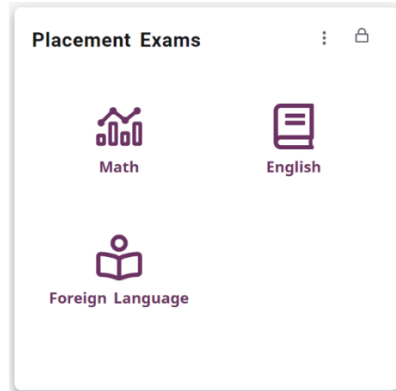


Fig 8

3. Select a subject to view your score or access the exam if you have not taken it yet (see Fig 8).

Note: Only Placement Exams assigned to you will appear.

4. Your score will be displayed at the top of the card once the exam is completed (see Fig 9).

Note: If you do not have any placement exam scores, you will see a message stating you do not have any placement exam scores.

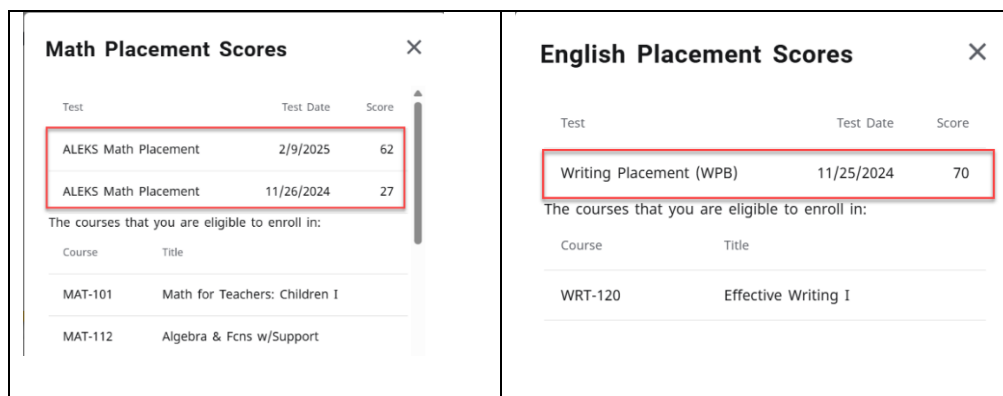


Fig 9

## CONTACT INFORMATION

- **Mathematics Placement Test:** Please visit the [Mathematics Placement Test site](#).
- **HonorLock** browser extension: Please visit the [HonorLock site](#).
- **Write Survey:** Please visit the [Write Survey site](#).
- **Foreign Language Placement:** please visit the [Foreign Language Placement website](#).
- **General First-Year Scheduling Information:** Please visit the [First-Year Scheduling website](#).
- For additional questions, email [FYScheduling@wcupa.edu](mailto:FYScheduling@wcupa.edu).
- For any additional support, please submit an [AES Support Portal](#) ticket.
- For RamNet ID login troubleshooting and support, please contact the [WCU Help Desk](#): 610-436-3350.