



Self-Service Upload Form

Last edit date: 12/02/2025

The Self-Service Upload Form provides a way for students to securely upload files to select offices on campus. This limits paper forms and email correspondence.

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NAVIGATION -

1. Log into RamPortal – ramportal.wcupa.edu
2. Locate the **Student Forms** card. For help with finding cards, visit [Home Page Navigation: A Guide to the RamPortal Home Page](#).
3. Click on the **Self-Service Document Upload Form** link.

The screenshot shows a vertical list of links under the heading "Student Forms". The first link, "Self-Service Document Upload Form", is highlighted with a red rectangular box. Below it are four other links: "Name Change Request Form", "Upload Clearances for Educator Preparation/Ed Specialists", "Teacher Candidacy Form", and "Term Withdraw Form". Each link is preceded by a small icon.

Student Forms	
	Self-Service Document Upload Form
	Name Change Request Form
	Upload Clearances for Educator Preparation/Ed Specialists
	Teacher Candidacy Form
	Term Withdraw Form



UPLOAD DOCUMENTS

1. From there, you will see the following screen. Your ID, First and Last Name, Email are automatically populated. You cannot make changes to these fields.

2. Please select the office you wish to upload documents to from the list below.

3. If applicable, select the type of documentation you are uploading.

4. Upload your document!

Tips:

- If submitting documentation for an address update, you must provide a picture of your State ID or Driver's License. Your state issued ID will be used to confirm your identity and your address on record will be updated with the address on your state ID.
- If you receive an error message when you attempt to upload your document, please close your myWCU and browser and clear your entire history/cache.
- You cannot upload a Microsoft Word document (.doc), it must be saved as an Adobe PDF (.pdf).
- You must use a computer to complete this task, the form will not accept mobile uploads.



Select Document:

Attach

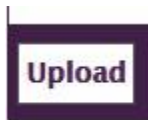
If you receive the message "Upload Failed" when attempting to attach your document, please check the file extension. **Note:** Only .jpeg/.jpg, .tiff/.tif, and PDF files can be accepted with this form. Images taken with mobile devices that are not converted to .jpeg/.jpg, .tiff/.tif, and PDF are not compatible with this form.

If your documents have the appropriate file extension and you are still experiencing the "Upload Failed" error, please clear your browser cache using the the directions available to you here: [Upload Failed Troubleshooting](#)

If after clearing your cache, changing browsers (Firefox is recommended), or closing and reopening your browser does not alleviate the error message, please contact the Student IT help Desk via one of the following methods:

Phone: 610-436-3150
Email: HelpDesk@rcsape.edu
Ticket System: [ServiceNow](#)

5. Once your form has been uploaded, please hit "Upload"



6. You will receive a confirmation message that your form has been submitted.