Start of Term Tasks

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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

1. Login to RamPortal using your WCU Single Sign On (SSO).
2. Locate the **Start of Term Tasks** card on your home page.
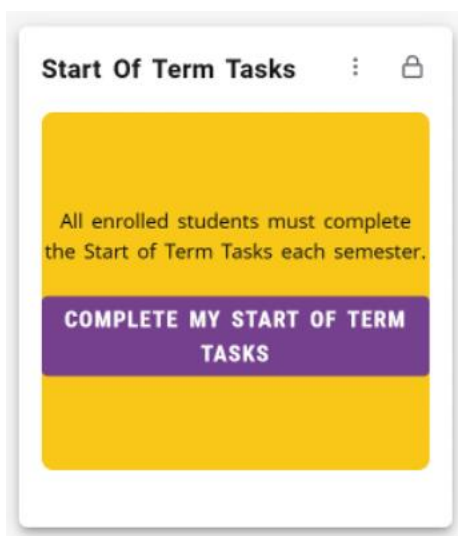3. Click on **Complete My Start of Term Tasks**.

Fig. 1

COMPLETE THE INTRODUCTION PAGE

1. **Review and Update Personal Information:** Click the link (see Fig. 1, #1) and follow the steps in the Review and Update Personal Information section below.
2. **Review Financial Aid Award Information:** Click the link (see Fig. 1, #2) and follow the steps in the Review Financial Aid Award Information section below.
3. Review the **Student Financials (Bursar)** card on your RamPortal home page (see Fig. 1, #3)
4. Once both reviews are complete, click the **I have reviewed and completed the items above** box at the bottom of the page.

Fig. 2: Introduction page in the Start of Tern Tasks

REVIEW AND UPDATE PERSONAL INFORMATION

On the Personal Information Page, review each block for accuracy. The left box displays your profile picture, name, ID number, WCU email address, local address and phone number. This is view only. To make edits use the boxes to the right.

Editing Steps

1. Click the **Pencil** icon to make changes to existing information.
2. Click **Add New** to add information.
3. Update fields and tap **Update** to save.

Fig. 3 Personal Information Page

Additional Notes:

- **Personal Details:** You can update Preferred first name, personal pronouns and gender identification. First, Middle, Last Name, Date of Birth and Legal Sex cannot be modified in this section.
- **Address:** For temporary housing, include a **Valid From** and **Valid Until** dates.

Fig. 4

REVIEW FINANCIAL AID AWARD INFORMATION

1. If you have financial aid, click the link on the Introduction page (see Fig. 1 #2) and follow the instructions on screen to review your awards. For detailed instructions refer to the **Financial Aid: How to View and Understand Your Financial Aid Award** on the [RamPortal Training Website](#).

2. If you do not have any aid to review, skip this step and click the **I have reviewed and complete the items above** box to complete.

COMPLETE THE REMAINING TASKS

The **Task Menu** on the left lists the remaining items you need to complete after the Introduction.

Fig. 5: Task Menu showing remaining items to complete

1. **Student Code of Conduct Agreement:** Read through and click **Accept**.
2. **FERPA Notice:** Read through and click **Accept.**
3. **Where I Currently Live**
   - Confirm the local address that is displayed.
   - If you updated your address earlier in the Introduction section, refresh your browser to see the changes before confirming.
   - To edit, type the correct address and click **Save** (see fig. 7 below)**.**

Start Of Term Tasks

TASKS

Introduction

Student Code of Conduct Agreement

FERPA Notice

Where I Currently Live

Start of Term Agreement

Tasks

Where I Currently Live

For safety purposes, please tell us where you are living this semester.

If you are residing on campus, please confirm the residence hall/affiliated housing address listed below is accurate. Otherwise, tell us where you are living while taking classes this semester. If the address below is not where you are living this semester, please update it here.

Affiliated Housing

West Chester, PA 19383

CONFIRM

Fig. 6 Where I Currently Live Page

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

Fig. 7: How to edit your local Address

4. **Ram Fam Central:** Read through and follow the links if you'd like to grant family access to pieces of your student record.
5. **Start of Term Agreement:** Read through and click **Accept**.

For support, please submit a ticket at https://wcupaprod.service-now.com/aes