



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**.

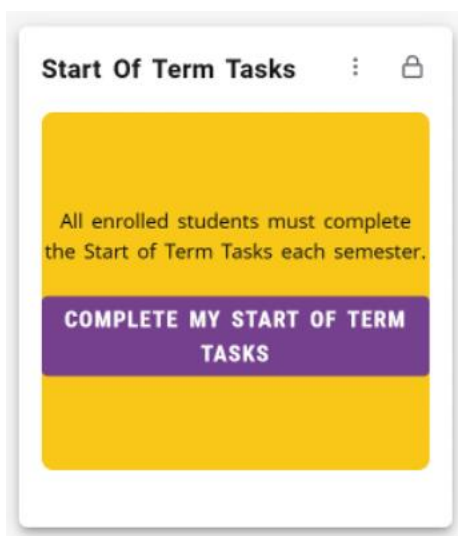


Fig. 1



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.

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:

- #1 [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.
- #2 [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".
- #3 [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

#4 Click here to complete the Introduction page.

Fig. 2: Introduction page in the Start of Term 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.



The screenshot shows a 'Personal Information Page' with several sections: 'Personal Details', 'Email', 'Phone Number', and 'Address'. Annotations include a yellow box labeled 'View-only profile summary.' pointing to a profile card on the left, and three yellow boxes labeled 'Click the pencil icon to edit existing information.', 'Click the Add New button to add new information.', and another 'Click the Add New button to add new information.' pointing to 'Edit' and 'Add New' buttons respectively. The 'Personal Details' section includes fields for First Name, Middle Name, Last Name, Date of Birth, Legal Sex, Gender Identification, Preferred First Name, Personal Pronoun, and Shelter/fiers. The 'Email' section includes a field for Campus email (Preferred). The 'Phone Number' section includes a field for Permanent Residence Phone (Primary). The 'Address' section includes fields for Local Address and Home/Permanent Address, each with Current and Valid From/Valid Until dates.

Personal Details	
First Name	Middle Name
Date of Birth	Legal Sex
Personal Pronoun	Gender Identification
Shelter/fiers	Woman

Email	
Campus email (Preferred)	

Phone Number	
Permanent Residence Phone (Primary)	

Address	
Local Address	Home/Permanent
Current	Current
06/21/2023 - (No end date)	03/24/2023 - (No end date)
West Chester	Momsville
Pennsylvania 19382-3523	Pennsylvania 19067-7126

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.

The screenshot shows the 'Edit Address' form with a yellow box labeled 'Enter start and end dates for temporary housing.' pointing to the 'Valid From' and 'Valid Until' fields. The form includes fields for Type of Address, Address Line 1, Address Line 2, Address Line 3, City, State/Province, County, Zip/Postal Code, and Country. The 'Valid From' field is set to 08/22/2022 and the 'Valid Until' field is set to MM/dd/yyyy. The 'City' field is set to Downingtown, the 'State/Province' field is set to Pennsylvania, the 'County' field is set to Chester, PA, and the 'Zip/Postal Code' field is set to 19335-4832. The 'Country' field is set to United States. The form has 'Cancel' and 'Update' buttons at the bottom.

Edit Address	
Type of Address	Local Address
Valid From	Valid Until
08/22/2022	MM/dd/yyyy
Address Line 1	Address Line 2
Address Line 3	
City	State/Province
Downingtown	Pennsylvania
Zip/Postal Code	Country
19335-4832	United States
County	
Chester, PA	
Cancel	Update

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.

Start Of Term Tasks

TASKS

- Introduction
- Student Code of Conduct Agreement
- FERPA Notice
- Where I Currently Live
- Ram Fam Central
- Start of Term Agreement

Tasks

Introduction

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- [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 on the "Offer" tab, make sure to accept any funds on the "Offer" tab, make sure to click "accept" once you click to "accept".

Task Menu lists remaining items to complete

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).



Home | RamPortal

Start Of Term Tasks

TASKS

- Introduction
- Student Code of Conduct Agreement
- FERPA Notice
- Where I Currently Live**
- Start of Term Agreement

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>