



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**.

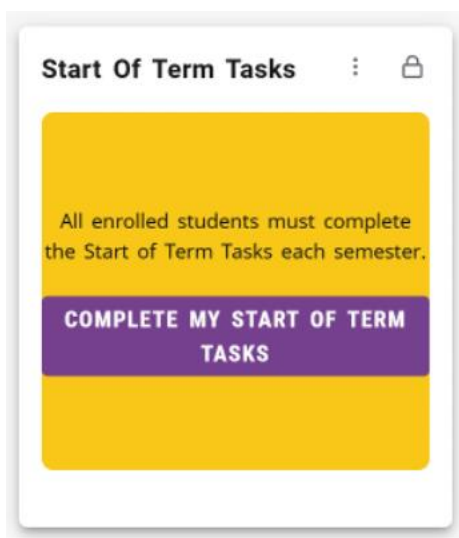


Fig. 1



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 user profile page with several sections. A yellow box labeled "View-only profile summary." points to a summary card on the left. Another yellow box labeled "Click the pencil icon to edit existing information." points to an "Edit" button in the top right of the "Personal Details" section. A third yellow box labeled "Click the Add New button to add new information." points to an "Add New" button in the "Email" section.

Personal Details

First Name	Middle Name	Last Name
A	3	

Date of Birth

Legal Sex
Female

Gender Identification
Woman

Personal Pronoun
She/Her/hers

Preferred First Name

Email

Campus email (Preferred)
s_3e@wcupa.edu
(Not Updateable)

Phone Number

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

Address

Local Address	Home/Permanent
Current 08/21/2023 - (No end date) West Chester Pennsylvania 19382-3523	Current 03/24/2023 - (No end date) Momsville 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. A yellow box labeled "Enter start and end dates for temporary housing." points to the "Valid From" and "Valid Until" date fields. The form includes fields for "Type of Address" (set to "Local Address"), "Address Line 1", "Address Line 2", "Address Line 3", "City", "State/Province", "County", "Zip/Postal Code", and "Country".

Edit Address

Type of Address
Local Address

Valid From
08/22/2022

Valid Until
MM/dd/yyyy

Address Line 1
[Redacted]

Address Line 2
Enter Address Line 2

Address Line 3
Enter Address Line 3

City
Downingtown

State/Province
Pennsylvania

County
Chester, PA

Zip/Postal Code
19335-4832

Country
United States

Buttons: 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.

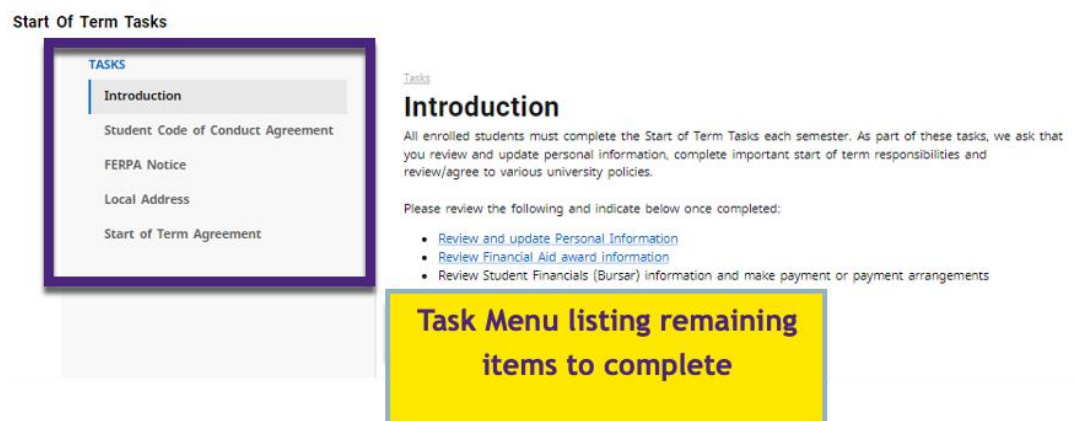


Fig. 5: Task Menu showing remaining items to complete

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

Address Line2

City *
West Chester

State *
PA

ZIP *
19382-3523

CANCEL **SAVE**

Fig. 7: How to edit your local Address

- Start of Term Agreement:** Read through and click **Accept**.

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