



# HOW TO UPDATE PERSONAL INFORMATION For Students

*Last edit date: 8/22/2024*

This document provides instructions to view and update personal information including preferred pronouns, gender identity, preferred first name, email, phone number and address via the “My Personal Information” card on the RamPortal homepage.

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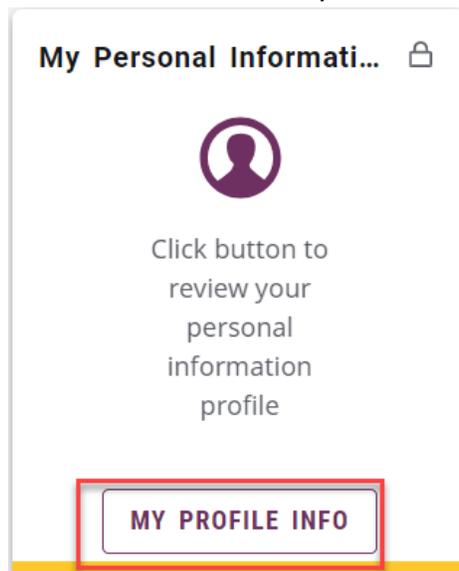
### [View and edit preferred first name, personal pronouns or gender identification](#)

### [View and edit email, phone number or address](#)

### [Legal Name Change Request Form \( on separate document\)](#)

**NAVIGATION:** My Personal Information card on the RamPortal home page

- Log into RamPortal – [ramportal.wcupa.edu](http://ramportal.wcupa.edu)
  - The [RamPortal Home Page Navigation](#) provides basic navigation instructions.
  - Locate the “My Personal Information” card on your RamPortal home page.



## VIEW AND EDIT PREFERRED FIRST NAME, PERSONAL PRONOUNS OR GENDER IDENTIFICATION

- Click the “My Profile Info” button at the bottom of the My Personal Information card (see image above).
- Review each block on the Personal Information page for accuracy. The left box displays your profile picture, name, ID number, WCU email address, local address and phone number. This box is not editable. Changes can be made using the boxes to the right of this box.
  - To edit Personal Details, click on the “Edit” icon on the upper right side of the box.
    - Preferred first name, personal pronouns and gender identification can be modified in this section. First, Middle, Last Name, Date of Birth and Legal Sex cannot be modified in this section.
      - Once changes are complete, click the “Update” button on the bottom right-hand side of the box.

**Edit Personal Details** ⓘ

<b>First Name</b> Jack	<b>Middle Name</b> [REDACTED]	<b>Last Name</b> [REDACTED]
<b>Date of Birth</b> August 25, 2002	<b>Legal Sex</b> Male	<b>Preferred First Name</b> Enter Preferred First Name
<b>Personal Pronoun</b> He/They	<b>Gender Identification</b> Non Binary/Agender	

Cancel Update

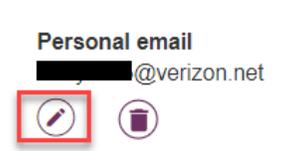
## VIEW AND EDIT EMAIL, PHONE NUMBER OR ADDRESS

- To add an email, phone number or address, click the “Add New” button on the upper right side of each respective box.

The screenshot shows a user profile page with the following sections:

- Personal Details:** Includes fields for First Name, Middle Name, Last Name, Date of Birth, Legal Sex (Female), Preferred First Name, Personal Pronoun (She/Her/Hers), and Gender Identification (Woman). An **Edit** button is in the top right corner.
- Email:** Shows a campus email (s...de@wcupa.edu) marked as (Not Updateable). An **+ Add New** button is in the top right corner.
- Phone Number:** Shows a permanent residence phone number (2...7) marked as (Not Updateable). An **+ Add New** button is in the top right corner.
- Address:** Shows local and home/permanent addresses with dates and locations. An **+ Add New** button is in the top right corner.

- To edit an email, phone number, address, emergency contact or additional details, click the pencil icon below the information you wish to edit.



- For each area updated, once updates are completed, click the "Update" text on the bottom right-hand corner of the respective window.

The screenshot shows a form with a 'Country' dropdown menu set to 'United States'. Below the dropdown are two buttons: 'Cancel' and 'Update' (highlighted with a red box).

- The "Edit Address" box contains "Valid From" and "Valid Until" fields. Please enter these dates for temporary housing.

- Once all changes are complete, if you wish to return to the RamPortal homepage you can do so by clicking “Home | RamPortal” or the hamburger three-line menu icon on the top right of the screen.



- If choosing the hamburger menu icon, you can then click the “home” icon to return home.



## LEGAL NAME CHANGE REQUEST FORM

- Legal name changes are requested through a separate form. [Here is a link](#) to those instructions.