



HOW TO UPDATE PERSONAL INFORMATION For Students

Last edit date: 8/21/2024

This document provides instructions for students to view and update their 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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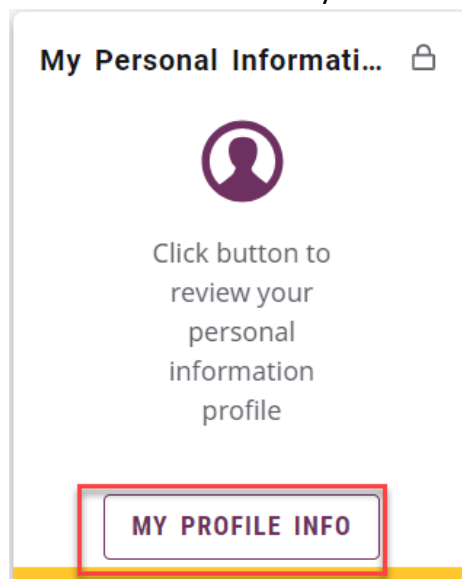
[Navigation](#)

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

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

NAVIGATION: My Personal Information card on the RamPortal home page

- Log into RamPortal – ramportal.wcupa.edu
 - The [RamPortal Home Page Navigation.docx](#) 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 ⓘ

First Name Jack	Middle Name [REDACTED]	Last Name [REDACTED]
Date of Birth August 25, 2002	Legal Sex Male	Preferred First Name Enter Preferred First Name
Personal Pronoun He/They ▼	Gender Identification 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.

Profile picture

A 1

ID Number: W0 17

@wcupa.edu

St, West Chester, Pennsylvania 19382-3523

Personal Details

First Name

Middle Name

Last Name

Date of Birth

Legal Sex

Preferred First Name

Personal Pronoun

Gender Identification

She/Her/Hers

Woman

Edit

Email

Campus email (Preferred)

s de@wcupa.edu

(Not Updateable)

Add New

Phone Number

Permanent Residence Phone (Primary)

2 17

(Not Updateable)

Add New

Address

Local Address

Current

08/21/2023 - (No end date)

St, West Chester, Pennsylvania 19382-3523

Home/Permanent

Current

03/24/2023 - (No end date)

Morrisville, Pennsylvania 19067-7126

Add New

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

Personal email

@verizon.net

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

Country

United States

Cancel

Update

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

