

Self-Service Upload Documents

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Students can upload documents needed by the Registrar's Office, Financial Aid, and the College of Health Sciences using this form. The documents will be sent to the appropriate office, and you will receive an email upon successful submission.

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Upload Documents

NAVIGATION -

- Log into RamPortal ramportal.wcupa.edu
 - The <u>RamPortal Home Page Navigation</u> provides basic navigation instructions.
- Locate the **Student Forms** card.
- Click on the Self-Service Document Upload Form link.



• From there, you will see the following screen. Your ID, First and Last Name, Email are automatically populated. You cannot make changes to these fields.

WCU NET CHISTER	Student Self Service Document Upload Forn	1	
Student Information			
WCM ID*	First Name #MARDA	Last Name CORS	Email Inconsumecuria.epu
Document Upload			
Please select the office for which yo REGISTRAR	ne are optoading a document *		Rease Note: If you have any questions about documents you are looking to submit, please contact the Repistrar's Office all Registrar/Iwoque.ebv.
Please indicate the document type	yoe witch to epitead."		

• Please select "Graduate School" from the office drop down.

REGISTRAR	
COLLEGE OF HEALTH SCIENCES	
FINANCIAL AID	
GRADUATE SCHOOL	
REGISTRAR	

If you are submitting an SSN Card, please use "Registrar Social Security Number Update"
For all other forms, please use "Registrar Documentation"

REGISTRAR DOCUMENTATION	t t
REGISTRAR SOCIAL SECURITY NUMBER UPDATE	

• Upload your document!

Tips:

- If you receive an error message when you attempt to upload your document, please close your myWCU and browser and clear your entire history/cache.
- You cannot upload a Microsoft Word document (.doc), it must be saved as an Adobe PDF (.pdf).
- You must use a computer to complete this task, the form will not accept mobile uploads.

Select Document*
you receive the message "tipload Failed" when attempting to attach your document, please check the file extension. Name: Only jpeg/jpg. ttl/stfl, and PDF files can be accepted with this form, images taken with mobile devices that are not converted to jpeg/jpg. ttl/stfl, and PDF are not compatible with this form.
f your documents have the appropriate file extension and you are still experiencing the "Upload Failed" error, please clear your browser cache using the the directions available to you here: Upload Failed Troubleshooting.
f after clearing your cache, changing browsers (FireFox is recommended), or closing and reopening your browser does not alleviate the error message, please contact the Student IT help Desk via one of the following methods.
hove: 610-635-0350 Inval: HelpDeskUlhocupa.edu Inkar Synoem: <u>SeniceNov</u>

• Once your form has been uploaded, please hit "Upload"



• You will receive a confirmation message that your form has been submitted.