

## ENROLLMENT VERIFICATION How to View your Enrollment Verification Letter

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This document provides instructions for students to view, save or print their Enrollment Verification Letter on the RamPortal homepage.

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**Navigation** 

**Access Enrollment Verification Letter** 

NAVIGATION: Enrollment Verification card on the RamPortal home page

- Log into RamPortal ramportal.wcupa.edu
  - The <u>RamPortal Home Page Navigation.docx</u> provides basic navigation instructions.
  - Locate the "Enrollment Verification" card on your RamPortal home page.
  - If you do not see this card on your homepage, it may be archived on the "Discover" page. For instructions on Searching for a Card, see the <u>RamPortal Home Page Navigation</u> document.



VIEW ENROLLMENT VERIFICATION LETTER

- Click the "Request Letter" block on the Enrollment Verification card.
- The card will then provide instructions to right click on the document image to save or print the document.

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Right click on the document image to save, print, or download this document.			
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