



RamPortal Home Page Navigation

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This document will guide the user through the RamPortal home page, which is the first step in accessing the WCU Student Information System and additional campus applications. This homepage will serve as a centralized hub for tasks and information and can be customized for the ultimate user experience.

Your home page is a role-based dashboard which will appear different based on your individual role at the university whether you are a student, faculty, advisor, staff, chair, dean or leadership.

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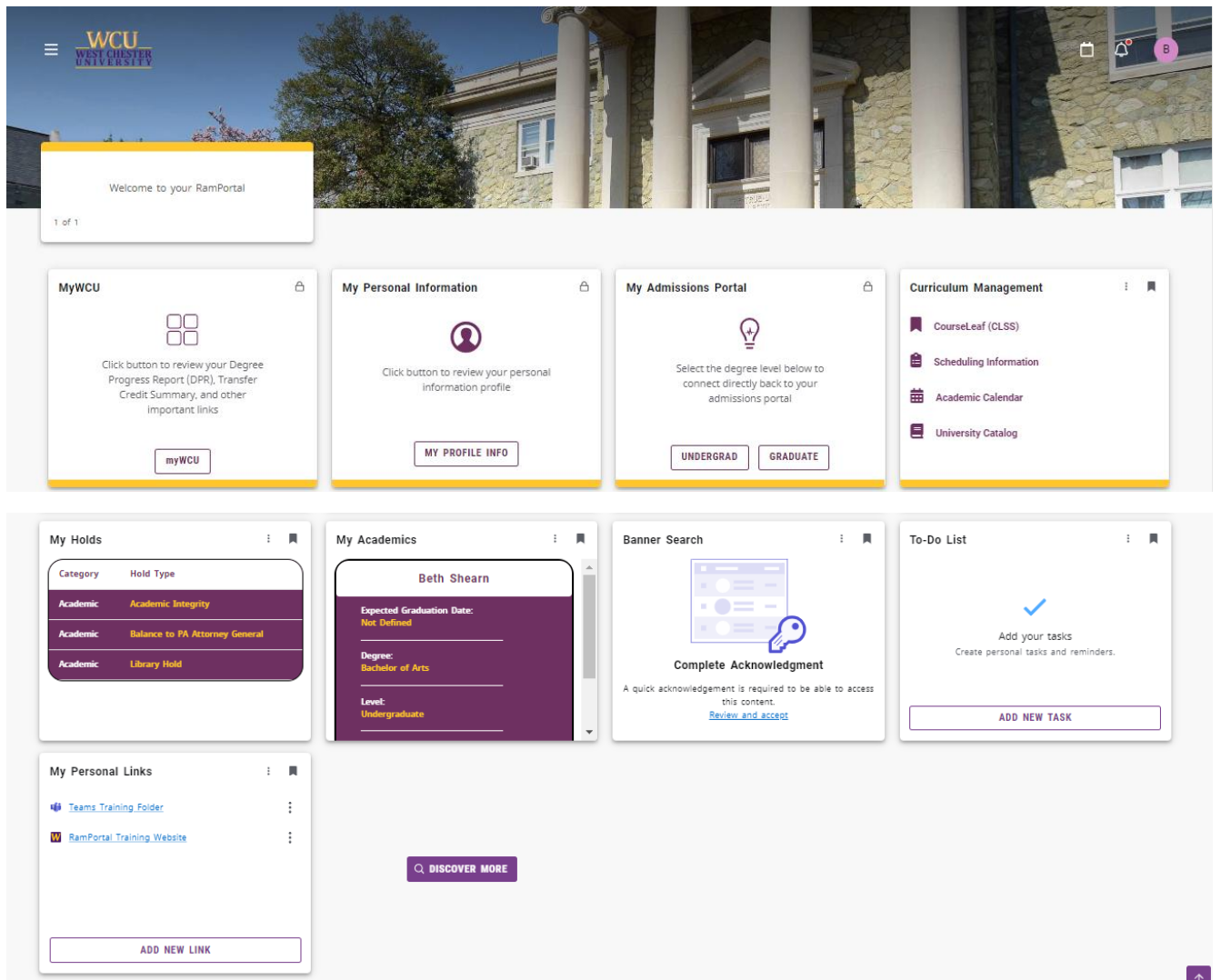
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LOG IN TO RAMPORTAL

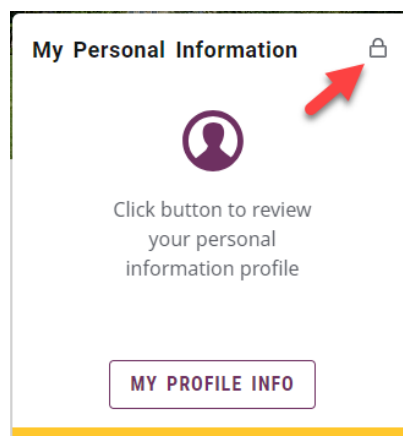
- Log in to the RamPortal home page dashboard using your WCU Single Sign On (SSO) with this link: ramportal.wcupa.edu

NAVIGATING YOUR RAMPORTAL PAGES

- Upon logging in, you will notice several “cards” on your dashboard.



- Your RamPortal account contains a home page and a secondary back end “Discover” page to archive cards that you do not currently wish to view. Cards with the lock on the top right are stationary. All other cards can be rearranged or archived on your “Discover” page.

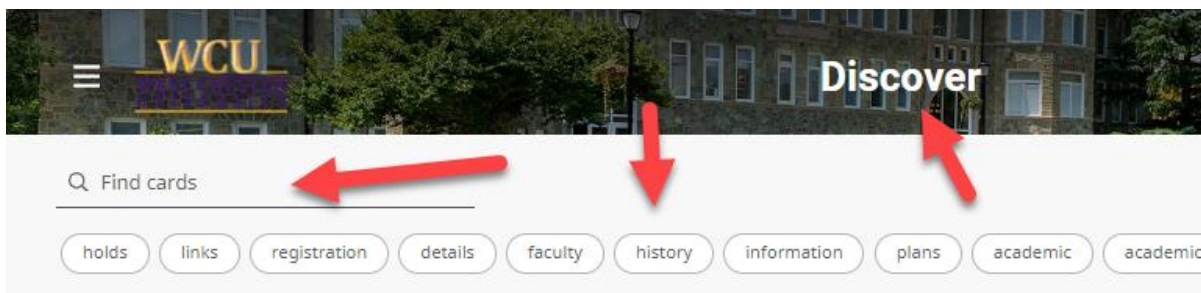


SEARCH FOR CARDS

- The back end “Discover” page contains all pages available to you in your role. Here you can search for cards to which you have access but may not be locked or visible on your home page.
- To view archived cards or add a card to the home page, click the “Discover More” icon at the bottom of the RamPortal home page.



- The “Discover” page looks very similar to your home page, however, will be distinguished by:
 - the “Find Cards” search bar on the top left
 - the category menu
 - the “Discover” title in the top graphic



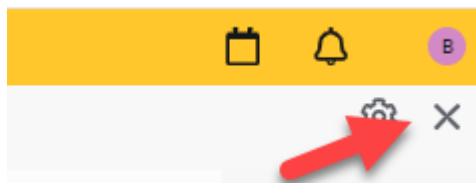
- To sort and unsort cards on the Discover page by the top category menu (above):
 - Click the category or categories you wish to sort
 - Unclick the categories to unsort, which will allow all cards to reappear
- Cards with shaded bookmarks on the top right of the card are displayed on your homepage. To add a card to your home page, click the unshaded bookmark. Once it appears shaded the card will appear on your RamPortal home page as well.



- To return to the RamPortal home page, click the WCU logo on the top left of the page.



- You can also return to the home page at any time while in RamPortal by clicking on the “X” on the top right menu.



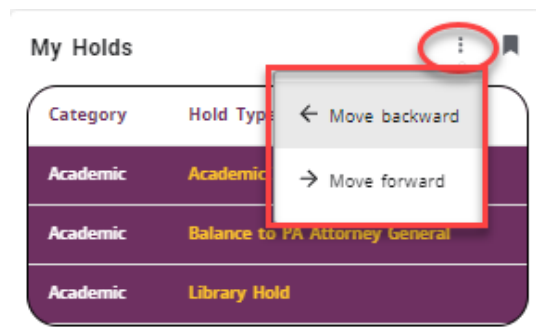
CUSTOMIZE YOUR PAGE

- Cards with a bookmark on the top right are customizable. A shaded bookmark indicates the card is currently located on the home page. An unshaded card is archived on the Discover page. Click the bookmark to shade (move to home page) or unshade (archive to only the Discover page).

My Personal Links

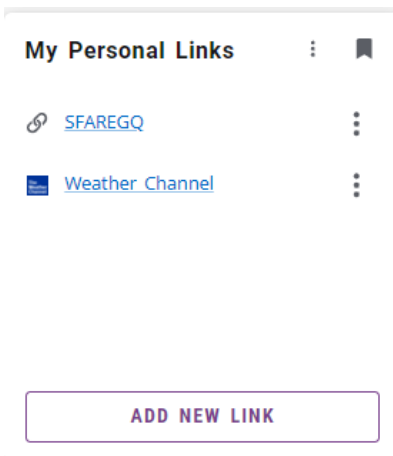


- To rearrange your cards on the home page:
 - Click and drag the individual card, or click the three dots on the top right, which will display “Move backward” or “Move forward” prompts.

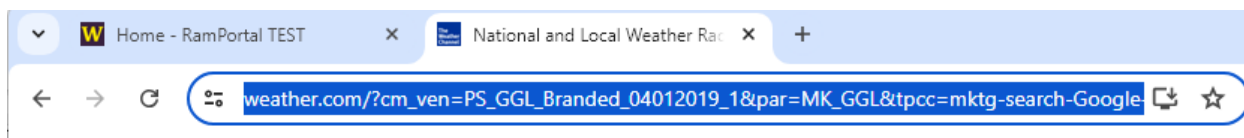


ADD LINKS TO YOUR MY PERSONAL LINKS CARD

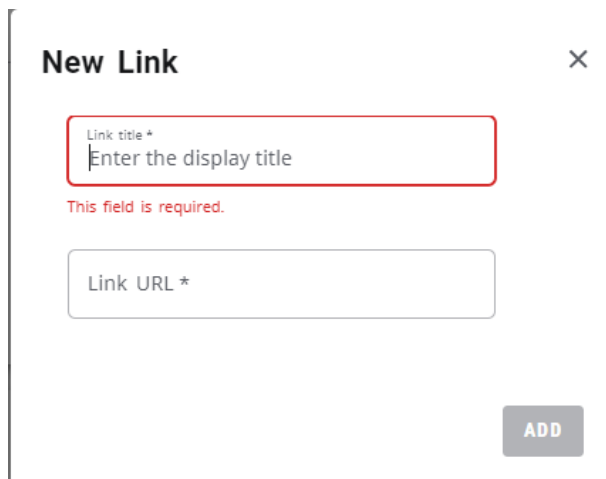
Frequently used links can be added to your “My Personal Links” card.



- To add a link, in a new tab, go to the webpage you wish to link, then and click on the url address so the address is highlighted.



- Copy the address either using “Ctrl + C” for Windows, or “Command +C” for Mac users, or right click and choose “Copy”.
- Navigate back to your My Personal Links card and choose “Add New Link”.
 - Add the Link Title as you would like it to appear the card
 - Paste the url in the “Link URL” field by either using “Ctrl + V” for Windows or “Command + V” for Mac users, or right click and choose “Paste”.
- Then, click “Add”.

A screenshot of a "New Link" modal form. It has a title "New Link" and a close button (X) in the top right corner. There are two input fields: "Link title *" with a placeholder "Enter the display title" and "Link URL *". Below the first field is a red error message "This field is required.". At the bottom right is a grey button labeled "ADD".