## **Social Security Number Update**

Last edit date: 5/10/2024

This document provides instructions for newly admitted students to update their social security number.

Navigation: RamPortal homepage> WCU link > Additional Information tile > Self Service Document Upload Form

## Navigation:

- Log in to the RamPortal home page at <u>ramportal.wcupa.edu</u>
- Click the "myWCU App" box on the myWCU card.

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	Click Link below to access:	
	Register for Summer classes	- I
	Review your DPR	
	Order your official transcript	
	See your transfer credit summary	
	View and pay your balance	
	Complete your housing application	
	MyWCU APP	

• Once in myWCU, click the "Additional Information" tile.



• Then, select the Self-Service Document Upload Form.



• Next, in the "Document Upload" section, choose:

- $\circ$  "Registrar" from the office for which you are uploading a document
- "Registrar Social Security Number Update" for the document type you wish to upload.



Student Information		
WCU ID *	First Name	Last Name
Document Upload		
Please select the office for which yo REGISTRAR	ou are uploading a document: '	P a ▼ R
Please indicate the document type REGISTRAR SOCIAL SECURITY NUM	you wish to upload: * BER UPDATE	¥

• Attach your document using the "Attach" button, then choose "Upload" on the bottom left.