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 look different based on your individual role at the university whether you are a student, faculty, advisor, staff, chair, Dean.

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

Customizing Your RamPortal Dashboard

- Upon logging in, you will notice several "cards" on your dashboard. Cards with the lock on the top right are stationary. All other cards can be rearranged.
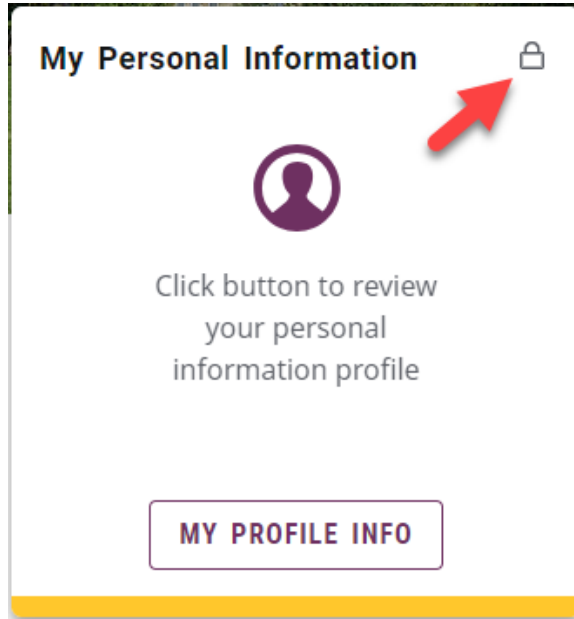
- Cards with a bookmark on the top right are customizable. The flag is shaded for those cards on the homepage.
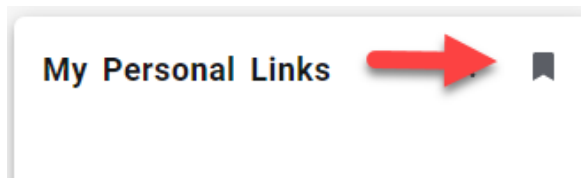
- You also have a back-end page to archive cards that you do not currently wish to view. To remove a card from the home page:
    - Clicking the shaded flag will remove the shading and place the card only on the archive "Discover" page.
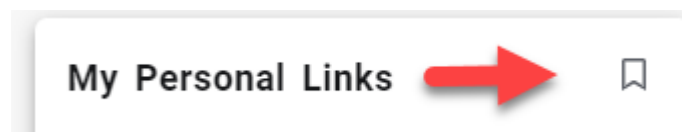
- To view archived cards or add a card to the home page:

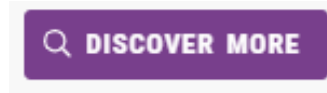- Click the "Discover More" icon at the bottom of the page. The Discover page contains *all* cards to which you have access. Those with the darkened flag will already appear on your home screen, and those with a light flag can be added. Simply click the light flag to add the card to your home page.
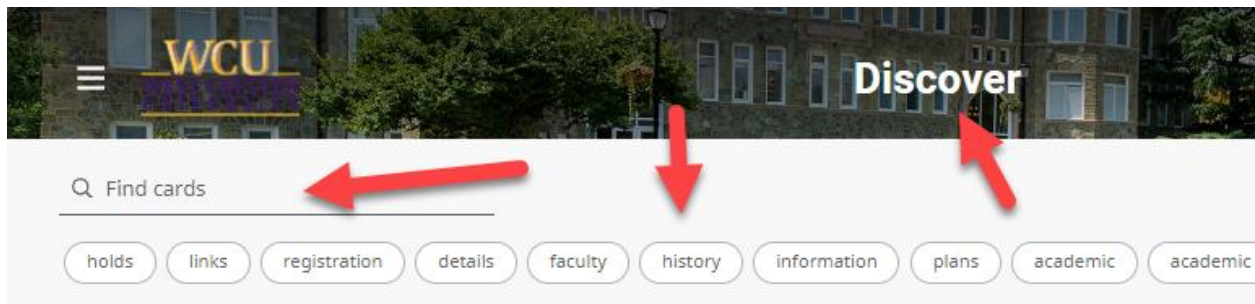

- To rearrange your cards:
    - Click and drag the individual card, or click the three dots on the top right, which will display "Move backward" or "Move forward" prompts.
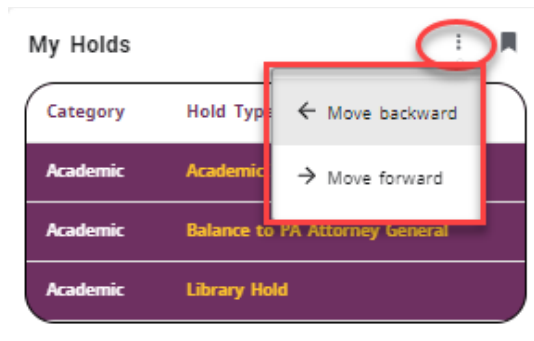
The "Discover" page looks very similar to your home page, however, will be distinguished by:

- 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.

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.