

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.

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NAVIGATION

- Login to Ramportal using your WCU Single Sign On (SSO) at <u>ramportal.wcupa.edu</u>.
- Locate the Enrollment Verification card. If the card is not on your RamPortal home page, try using View All Cards. For help with finding cards, visit <u>Home Page Navigation:</u> <u>A Guide to the RamPortal Home Page</u>.



VIEW ENROLLMENT VERIFICATION LETTER

Select the **Request Letter** button on the **Enrollment Verification** card. Once you see a preview of document image load on the card, right click on the image to save or print your letter.



For support, please submit a ticket at <u>https://wcupaprod.service-now.com/aes</u>