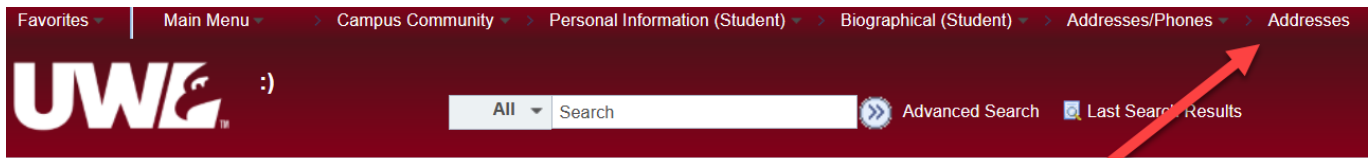


# Updating Addresses and Phones

## A. Adding Permanent Address for International Student (and adding a phone number)

Permanent addresses are required for all international students enrolled at UW-La Crosse.

1. Login to WINGS.
2. From the Home screen, click the **Campus Community** link in the left hand menu
3. Navigate to **Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses**



### Addresses

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID begins with [ ]

Academic Career = [ ]

National ID begins with [ ]

Campus ID begins with [ ]

Last Name begins with [ ]

First Name begins with [ ]

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

4. In this example, you will look up by last and first name. You may also use Empl ID, National ID, or Campus ID.
5. Click in the **Last Name** field and enter the start of or all of the last name.
6. Click in the **First Name** field and enter the start of or all of the first name.
7. Click the **Search** button.
8. This sample student has three addresses on file, which you can tell by the 1-2 of 3 listed on the right of the top bar. There is a **Home, Local, and Campus**. Click on the View All link to see all 3 addresses on the same page. You will be adding a **Permanent** address since the student is an international student.

In this example, his Permanent address is different than his Home address. However, the Permanent address can be the same as the Home address. For international students, it is necessary that the address from their country be listed as Permanent, even if it's already listed as the Home address.

# Addresses

21

Current Addresses Personalize | Find **View All** | First 1-2 of 3 Last

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home	La Crosse, WI 54601-3742 La Crosse	09/10/2021	Active		09/10/2021 4:18:23PM	Edit/View Address Detail
Local	La Crosse, WI 54601-8911 La Crosse	01/31/2021	Active		01/31/2021 3:36:24PM	Edit/View Address Detail

**Add Address**

Effective Date  Status

Country  United States

Address [Edit Address](#) [Address Linkage](#)

**Add Address Types**

<input type="checkbox"/>	*	Home
<input type="checkbox"/>	*	Local
<input type="checkbox"/>		Mailing
<input type="checkbox"/>		Business
<input type="checkbox"/>		Check
<input type="checkbox"/>		Dormitory
<input type="checkbox"/>		Legal
<input type="checkbox"/>		Campus
<input type="checkbox"/>		Other
<input type="checkbox"/>		Billing
<input type="checkbox"/>		Other 2
<input type="checkbox"/>		Permanent
<input type="checkbox"/>		Preferred
<input type="checkbox"/>		Veteran

\* Active address exists  
[Explain](#)

9. Select **Permanent** in the **Address Type** column. Notice that there is no \* next to it. That's because no Permanent address has been entered yet.

**Add Address Types**

<input type="checkbox"/>	*	Home
<input type="checkbox"/>	*	Local
<input type="checkbox"/>		Mailing
<input type="checkbox"/>		Business
<input type="checkbox"/>		Check
<input type="checkbox"/>		Dormitory
<input type="checkbox"/>		Legal
<input type="checkbox"/>		Campus
<input type="checkbox"/>		Other
<input type="checkbox"/>		Billing
<input type="checkbox"/>		Other 2
<input checked="" type="checkbox"/>		Permanent
<input type="checkbox"/>		Preferred
<input type="checkbox"/>		Veteran

\* Active address exists  
[Explain](#)

- Go to the **Add Address** section and click on the magnifying glass next to the **Country** field. This will bring up the list of countries. Select the correct country for the student. You will then be taken back to the Addresses screen.

The screenshot shows the UWE system interface. On the left, the 'Addresses' section includes a table of 'Current Addresses' and an 'Add Address' form. The 'Add Address' form has fields for 'Effective Date' (09/10/2021), 'Status' (Active), and 'Country' (USA). A red arrow points to the magnifying glass icon next to the 'Country' field. On the right, a 'Look Up Country' modal window is open, showing search filters and a list of countries. The 'Country' field in the modal is set to 'begins with' and the 'Description' field is also set to 'begins with'. The 'Look Up' button is highlighted. Below the search filters, the 'Search Results' section shows a list of countries with their descriptions, starting with 'ABW Aruba' and ending with 'BGR Bulgaria'.

Country	Description
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALA	Aland Islands
ALB	Albania
AND	Andorra
ANT	Netherlands Antilles
ARE	United Arab Emirates
ARG	Argentina
ARM	Armenia
ASM	American Samoa
ATA	Antarctica
ATF	French Southern Territories
ATG	Antigua and Barbuda
AUS	Australia
AUT	Austria
AZE	Azerbaijan
BDI	Burundi
BEL	Belgium
BEN	Benin
BES	Bonaire, Sint Eustatius & Saba
BFA	Burkina Faso
BGD	Bangladesh
BGR	Bulgaria

- Click the **Edit Address** link.

The screenshot shows the 'Add Address' form with the 'Edit Address' link highlighted in yellow. The form includes fields for 'Effective Date' (09/10/2021), 'Status' (Active), and 'Country' (AUS). The 'Country' field is set to 'AUS' and the 'Description' is 'Australia'. The 'Edit Address' link is highlighted in yellow. Below the form, there are 'Submit' and 'Reset' buttons.

Address Type	Address	Effective Date	Sta
Home	1725 State St La Crosse, WI 54601-3742 La Crosse	09/10/2021	Act
Local	1300 Pine St Apt 8 La Crosse, WI 54601-8911 La Crosse	01/31/2021	Act

12. Enter the student's international address, following the format of that country. Click **OK**. If the wrong country was selected, click **Change Country** at the top.

### Edit Address

Country: Australia [Change Country](#)

Address 1: 98 SHIRLEY STREET

Address 2:

City: Pimpana State: QLD Postcode: 4209

[Clear](#)

[Override Address Verification](#)

13. On the Addresses screen, click **Submit**. The address will then be added to the other 3 existing addresses above.

### Addresses

Emma Breunig

200215721

Current Addresses							Personalize   Find   <b>View All</b>
Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail	
Home	1725 State St La Crosse, WI 54601-3742 La Crosse	09/10/2021	Active	Miranda Panzer	09/10/2021 4:18:23PM	<a href="#">Edit/View Address Detail</a>	
Local	1300 Pine St Apt 8 La Crosse, WI 54601-8911 La Crosse	01/31/2021	Active	Emma Breunig	01/31/2021 3:36:24PM	<a href="#">Edit/View Address Detail</a>	

### Add Address

Effective Date 09/10/2021 Status Active

Country AUS Australia

Address Edit Address Address Linkage

98 SHIRLEY STREET  
Pimpana, QLD, 4209

### Add Address Types

<input type="checkbox"/>	*	Home	
<input type="checkbox"/>	*	Local	
<input type="checkbox"/>		Mailing	
<input type="checkbox"/>		Business	
<input type="checkbox"/>		Check	
<input type="checkbox"/>		Dormitory	
<input type="checkbox"/>		Legal	
<input type="checkbox"/>		Campus	
<input type="checkbox"/>		Other	
<input type="checkbox"/>		Billing	
<input type="checkbox"/>		Other 2	
<input checked="" type="checkbox"/>	*	Permanent	✓
<input type="checkbox"/>		Preferred	
<input type="checkbox"/>		Veteran	

\* Active address exists

[Explain](#)

14. Since the screen only shows 2 addresses at a time, click on **View All** (changes to View 2 after being clicked) to see the **Permanent** address. Notice that no **Updated By** name is listed. That's because there is still one more step to save the address.

## Addresses

Current Addresses							Personalize   Find   <b>View 2</b>   [Grid Icon]   [Print Icon]
Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail	
Home	La Crosse, WI 54601-3742 La Crosse	09/10/2021	Active		09/10/2021 4:18:23PM	<a href="#">Edit/View Address Detail</a>	
Local	La Crosse, WI 54601-8911 La Crosse	01/31/2021	Active		01/31/2021 3:36:24PM	<a href="#">Edit/View Address Detail</a>	
Campus	346B Angell Hall La Crosse, WI 54601	03/24/2020	Inactive		03/24/2020 11:11:33AM	<a href="#">Edit/View Address Detail</a>	
Permanent	98 SHIRLEY STREET Pimpana, QLD, 4209	09/10/2021	Active			<a href="#">Edit/View Address Detail</a>	

15. Go to the bottom of the screen and click **Save**. Your name should then appear under the **Updated By** column above, along with a date under **Updated**.

Current Addresses							Personalize   Find   View 2   [Grid Icon]   [Print Icon]
Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail	
Home	La Crosse, WI 54601-3742 La Crosse	09/10/2021	Active		09/10/2021 4:18:23PM	<a href="#">Edit/View Address Detail</a>	
Local	La Crosse, WI 54601-8911 La Crosse	01/31/2021	Active		01/31/2021 3:36:24PM	<a href="#">Edit/View Address Detail</a>	
Campus	346B Angell Hall La Crosse, WI 54601	03/24/2020	Inactive		03/24/2020 11:11:33AM	<a href="#">Edit/View Address Detail</a>	
Permanent	98 SHIRLEY STREET Pimpana, QLD, 4209	09/10/2021	Active		09/10/2021 4:30:35PM	<a href="#">Edit/View Address Detail</a>	

### Add Address

Effective Date:  [Calendar Icon]      Status:  [Dropdown Arrow]

Country:  [Search Icon] United States

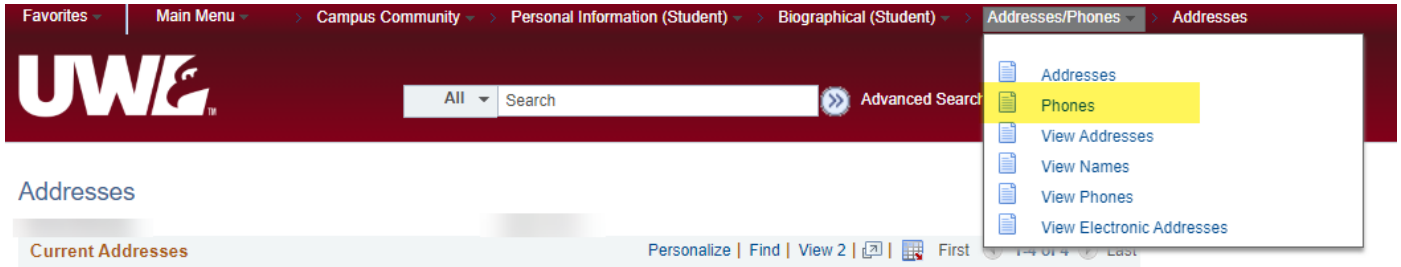
Address: [Edit Address](#)      [Address Linkage](#)

### Add Address Types

- \* Home
- \* Local
- Mailing
- Business
- Check
- Dormitory
- Legal
- Campus
- Other
- Billing
- Other 2
- \* Permanent
- Preferred
- Veteran

\* Active address exists  
[Explain](#)

- To enter a phone number, go to the **Addresses/Phones** in the top menu navigation and open that menu. Select **Phones**.



- Enter the phone number using the appropriate phone type. For international numbers, be sure to enter the **Country Code**.
- Click **Add** to add a second number. You can enter one phone number for each type.
- Click **Save** when done.

### Phone Numbers

Emma Breunig

200215721

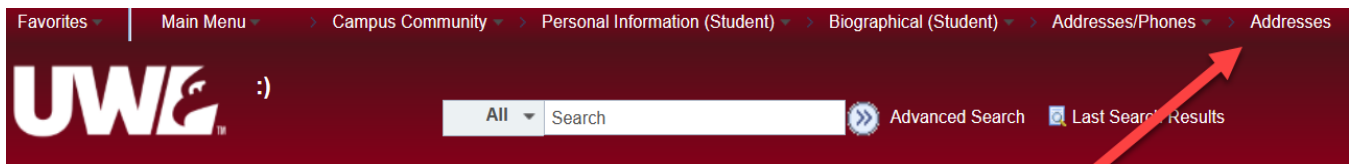
Phone Detail					
*Phone Type	*Phone Number	Extension	Country Code	Preferred	
Cell	608			<input type="checkbox"/>	[-]
Home	208		062	<input checked="" type="checkbox"/>	[-]
Text	608			<input type="checkbox"/>	[-]

[Add](#)

[Save](#) [Return to Search](#) [Notify](#)

## B. Updating an Existing Address Type

- Login to WINGS.
- Click the **Campus Community** link.
- From the Home screen, click the **Campus Community** link in the left hand menu
- Navigate to **Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Addresses**



- In this example, you will look up by last and first name. You may also use Empl ID, National ID, or Campus ID.
- Click in the **Last Name** field and enter the start of or all of the last name.
- Click in the **First Name** field and enter the start of or all of the first name.
- Click the **Search** button.
- This sample student has three addresses on file, which you can tell by the 1-2 of 3 listed on the right of the top bar. There is a **Home, Local, and Campus**. Click on the View All link to see all 3 addresses on the same page. You will be adding a **Permanent** address since the student is an international student.

10. Click the **Edit/View Address Detail** next to the address type you are updating.

## Addresses

**Current Addresses** Personalize | Find | View 2 | [Grid Icon] First 1-4 of 4 Last

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home	La Crosse, WI 54601-3742 La Crosse	09/10/2021	Active		09/10/2021 4:18:23PM	<a href="#">Edit/View Address Detail</a>
Local	La Crosse, WI 54601-8911 La Crosse	01/31/2021	Active		01/31/2021 3:36:24PM	<a href="#">Edit/View Address Detail</a>
Campus	346R Ansell Hall La Crosse, WI 54601	03/24/2020	Inactive		03/24/2020 11:11:33AM	<a href="#">Edit/View Address Detail</a>
Permanent	98 SHIRLEY STREET Pimpana, QLD, 4209	09/10/2021	Active		09/10/2021 4:30:35PM	<a href="#">Edit/View Address Detail</a>

**Add Address**

Effective Date:

Status:

Country:   United States

Address:

**Add Address Types**

- \* Home
- \* Local
- Mailing
- Business
- Check
- Dormitory
- Legal
- Campus
- Other
- Billing
- Other 2
- \* Permanent

11. On the **Address History** screen, click the plus sign to add a new address. Another row will appear above the old address.

## Address History

Address Type Permanent

**Address History** Find First 1 of 1 Last

Effective Date	Country	Status	Address	
09/10/2021	AUS	Active	98 SHIRLEY STREET Pimpana, QLD, 4209	<input type="button" value="+"/> <input type="button" value="-"/> <a href="#">Update Addresses</a> <a href="#">Address Linkage</a>

Updated By: Miranda Panzer      Updated: 09/10/2021 4:30:35PM

12. Click the **Update Addresses** link.

#### Address History

Address Type Permanent

Address History Find First 1-2 of 2 Last

Effective Date	Country	Status	Address	
09/10/2021	AUS	Active	98 SHIRLEY STREET Pimpama, QLD, 4209	<a href="#">Update Addresses</a> <a href="#">Address Linkage</a>
Updated By Miranda Panzer		Updated 09/10/2021 4:30:35PM		
Effective Date	Country	Status	Address	
09/10/2021	AUS	Active	98 SHIRLEY STREET Pimpama, QLD, 4209	<a href="#">Update Addresses</a> <a href="#">Address Linkage</a>
Updated By Miranda Panzer		Updated 09/10/2021 4:30:35PM		

13. On the **Edit Address** screen, be sure the correct country is selected before entering the address. Click the **Change Country** link to change the address for the country.

#### Edit Address

Country: Australia [Change Country](#)

Address 1: 706 ALPINE LANE

Address 2:

City: Pimpama State: QLD Postcode: 4209

[Clear](#)

Override Address Verification

14. Select the correct country from the pop up menu.

15. Enter the correct address, using the normal format for that country. Be sure to include a **Postal** code. All addresses in all countries will have some form of postal code. Click **OK**.

16. You are now back on the **Address History** screen. Note that the **Effective Date** for the address is different. You cannot update an address twice using the same Effective Date. If correcting an error, select the next day for the Effective Date. Click **OK**.

Address History Find First 1-2 of 2 Last

Effective Date	Country	Status	Address	
09/11/2021	AUS	Active	706 ALPINE LANE Pimpama, QLD, 4209	<a href="#">Update Addresses</a> <a href="#">Address Linkage</a>
Updated By Miranda Panzer		Updated 09/10/2021 4:30:35PM		
Effective Date	Country	Status	Address	
09/10/2021	AUS	Active	98 SHIRLEY STREET Pimpama, QLD, 4209	<a href="#">Update Addresses</a> <a href="#">Address Linkage</a>
Updated By Miranda Panzer		Updated 09/10/2021 4:30:35PM		

17. Click **Save**. If you chose a future effective date, your change will not appear until that date. If you chose today's date or a past day, your change should show up