

Update Local Contact Information

It is important to keep your local contact information updated and accurate. UWL requires students to review their local address and phone number once a semester while they are enrolled.

1. At the start of the semester, the first time you login to your WINGS Student Center, you will see the request for an update pop up.
2. Fill out the **Local Address** section.
 - i. If you are staying in a residence hall, please put in your home address for your local address. Your residence hall information will be entered by the Residence Life Office.
 - ii. If you have an apartment in La Crosse, please put in that address. When filling out address fields, you can put your apartment number at the end of your street address.
 - iii. You do not need to put in a County.
 - iv. If you are enrolled entirely in online courses, enter in the address where you are physically located while enrolled.
3. The **Local Phone** should be your cell phone or other local number where you can be contacted.

UW-L Student Center

Local Contact Information

Stryker Eagle

UWL requires current students to verify and/or update their Local address once a semester. Enter in your current Local address and phone number below. This is the address where you are physically living while attending classes.

- If you are staying in a residence hall, enter your home address for your local address. Your residence hall information will be entered by the Residence Life Office.
- If you have an apartment in La Crosse, enter that address including apartment unit number. Put the apartment number at the end of your street address.
- If you are enrolled entirely in online courses, enter in the address where you are physically located while enrolled.

After clicking OK, you must also confirm or enter in your emergency contact person.

Please note that 1098 tax forms and diplomas are sent to the Home address on file, not the Local. You may update that address in the Personal Information section of your Student Center.

Local Address

Country	<input type="text" value="United States"/>	
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
Address 3	<input type="text"/>	
City	<input type="text"/>	State <input type="text"/>
		Postal <input type="text"/>

[Clear](#)

Local Phone

Phone Type

Phone

Enter digits only (Example: 6087849999)

Telephone numbers and addresses are not published in the student and staff online directory.

You may further restrict the release of directory information to third party requests, such as phone number and address, in your WINGS Student Center by the following navigation:



Personal Information > Privacy Settings > FERPA Restrictions

Please note: Restricting your name and/or home address will exclude your name from appearing in the hometown newspapers and/or other media listings for both Deans' List and recent graduates.

More information on the Family Educational Rights and Privacy Act (FERPA) can be found [here](#).

OK

- Click **OK**. The next page will show your **Emergency Contact** information. Make sure a name is selected as **Primary** and click **Save**. You can then go to your homepage by using the Home button at the top right.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>	Mother Eagle	Other	608393202				

Add an Emergency Contact

Save