
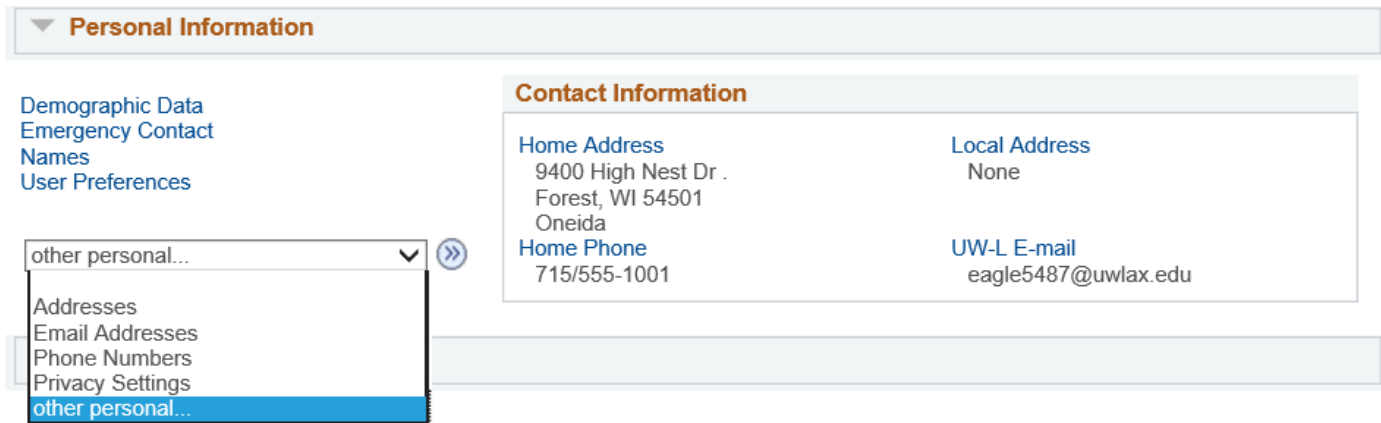




Update Your Personal Information

1. Scroll down to the **Personal Information** section of your Student Center.
2. Review the list of blue links on the left and click on the item you would like to update. If you don't see the item in the blue links, open the **other personal...** drop-down menu and select an item. Click the double arrow/go button. 



▼ **Personal Information**

Demographic Data
Emergency Contact
Names
User Preferences

other personal...  

Addresses
Email Addresses
Phone Numbers
Privacy Settings
other personal...




Contact Information

Home Address 9400 High Nest Dr . Forest, WI 54501 Oneida	Local Address None
Home Phone 715/555-1001	UW-L E-mail eagle5487@uwlax.edu

3. Update your information on the following screens (some examples of personal information are listed below):
 - a. **Addresses:** UWL uses the Home and Local addresses for various purposes. The Home address is your address when you are not at school and where you move to after graduation. Diplomas are always mailed to Home addresses. The Local address is your address when at school, whether a residence hall or a nearby apartment. The Local address is used when verifying voter ID.
 - i. Click on the pencil icon next to the address you want to update. Or click on Add a New Address to add another address type

Addresses


View, add, change or delete an address.

Address Type	Address		
Home	9400 High Nest Dr . Forest, WI 54501 Oneida		
Local	1705 Pine St, Apt #2 . La Crosse, WI 54601		

[Add a new address](#)

- ii. Enter the appropriate, updated address and click OK.

Edit Address

Country: United States [Change Country](#)
Address 1:
Address 2:
Address 3:
City: **State:**  **Postal:**
County:

[Clear](#)

- iii. If you are updating only one address, do not check any other address types on the next screen. In the below example, the student is updating the Local address, which is greyed out, and the student kept the Home address unchecked, which did not need to be updated. Use the **Date changes will take effect** field if the address change will not be effective until a certain date in the future. If it is already happened, leave the date as it is.

Addresses


Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Change Address	Address Types
909 La Crosse St Apt 4 La Crosse, WI 54601-3458 La Crosse	<input type="checkbox"/> Home *
Edit Address	<input checked="" type="checkbox"/> Local

Date changes will take effect

02/11/2020  (example: 12/31/2000)

Save

iv. Click **Save** and wait for system to update.

b. **Name:** There are two types of names that students can change on their own: adding a Name in Use (sometimes called a Preferred name) and adding a Degree name. For legal name changes to update all of your records, including transcripts, go to the Records and Registration office in 117 Graff Main.

i. To add a Name in Use, navigate to <https://www.uwlax.edu/records/name-in-use/> and fill out the Name in Use Form for students. Without a submitted Name in Use, the system uses your legal name as provided in your application.

1. The "Name in Use" name type is labeled "Preferred" in WINGS.
2. A Name in Use can only be provided for one's first and middle names.
3. More information on what is impacted by adding a Name in Use can be found on the Name in Use website linked above.

i. You may add a **Degree** name to print on your diploma when you graduate. For instance, if you want your middle initial on your diploma instead of the whole name, you would need to enter a Degree name. If you don't provide a Degree name, your legal name as it is listed in our system will be used.

1. Click on the **Add a New Name** button.

Personal Information | Security

[Addresses](#) | **Names** | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Gender Identity](#) | [Demographic Information](#)

Names

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name
Primary	Edward Eagle
Preferred	Stryker Eagle

Add a new name



2. Select **Degree** for **Name Type**. Enter the desired name in the **First Name**, **Middle Name**, and **Last Name** fields.

Names

Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type

Format Using English [Change Format](#)

Prefix

First Name

Middle Name

Last Name

Suffix

Date new name will take effect (example: 12/31/2000)

ii. Click **Save**.

- b. Other personal information a student may change:
- Phone numbers
 - Personal email addresses (cannot change uwlax.edu email)
 - Emergency contacts
 - Privacy settings (See **Manage Privacy Settings/FERPA Restrictions** section.)
- c. Information a student cannot change: ****Contact Records & Registration to change****
- Demographic information

- ii. Legal name
- iii. Social security number and student/campus ID number