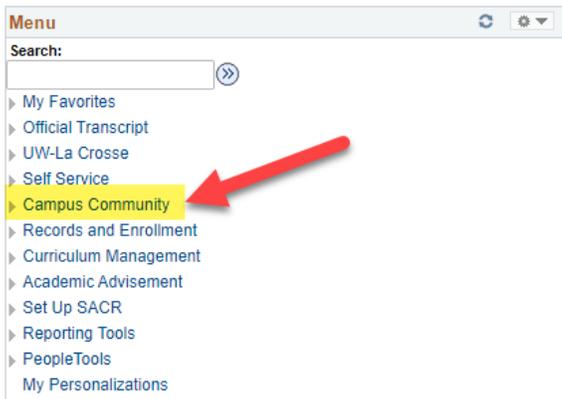


# Viewing Basic/Contact Information for a Student through Campus Community > Personal Information

## Option 1 – Add/Update a Person screen

Menu Navigation: [Campus Community](#) > [Personal Information \(Student\)](#) > [Add/Update Person](#)



## Add/Update Person

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

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**Search Criteria**

ID

Academic Career

National ID

Campus ID

Last Name

First Name

Include History  Case Sensitive

[Basic Search](#)

Search for the student by Campus ID, EMPLID (called ID on many screens), or by Last & First Names. WINGS searches for the student by their primary or legal name. This is important to remember if you only have the student's nickname or a different preferred name. Also, there may be more than one student in WINGS with the same or similar name. Therefore, searching by Campus ID or EMPLID is usually more effective at locating the exact student you need.

**Example:**

The screenshot shows a student record page with several sections and annotations:

- Biographical Details / Addresses:** A red arrow points to the EMPLID field. A red circle highlights a window shade icon with the text: "Student has restricted something. Click on icon to find out what."
- Biographical History:** A red arrow points to the Campus ID field.
- National ID:** A table shows the National ID Type as "Social Security Number".
- Contact Information:**
  - Addresses:** A red arrow points to the "View All" link with the text: "Click 'View All' to see all addresses at once or use arrows to click through."
  - Phone:** A table lists phone numbers for Cell, Home, and Text. A red arrow points to the "Preferred" checkbox for the Cell number with the text: "The preferred number to be contacted at is checked. If a text number is listed, you may text the student. No text number means they should not be texted."
  - Email:** A table lists email addresses for Campus and Personal. The Campus email is marked as preferred.
- Bottom Navigation:** A red arrow points to the "Visa/Permit Data" link with the text: "These will be clickable links only if you have permission to view this information."

In the top right corner of the information, there are icons indicating positive service indicators, negative service indicators, and FERPA restrictions. The icons only appear if there is something to view.

- Positive indicator: star ★ - student has a positive notation on their record, put there so that an office will remember to give or update the student's record. Click on the icon for more information.
- Negative indicator: circle with line through it ⓧ - student has a negative hold on the record. They must complete a task or fulfill an obligation in order for the hold to be released. Some of these holds prevent the student from registering or getting their transcripts/diploma. Click on the icon for more information.
- FERPA: window shade 🪟 - student may have restricted some or all of their directory information. Click on the icon to see what they have restricted. Any director information they have restricted CANNOT be released without their express permission. And remember, as always, any student

information that is not directory information CANNOT be released without the student's express permission. For names, addresses, phone, and email – if there are no links beneath the checkboxes, the student has restricted all of that information.

**Releasable FERPA Directory Information**

	Restricted	Release
Dates of Attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Degree Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Degree Candidacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Honors and Awards	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Previous Institution	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Program/Plan (College/Major)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

These items are marked releasable. However, be sure to check the category of info you need and don't assume everything is releasable just because one thing is.

[Releasable Name](#)   [Releasable Address](#)   [Releasable Phone](#)   [ReleasableEmail](#)

[Return](#)   **Click on Releasable Name to see if name can be printed or published**

### Releasable Names

If no names are listed below, the student has restricted them and they can't be released publicly. If there are names below, they are not restricted.

**Releasable Names**

Name Type	Prefix	First Name	Middle Name	Last Name	Suffix
Former					
Primary					

[Return](#)

## Option 2 – Biographical (Student)

Menu Navigation: **Campus Community > Personal Information (Student) > Biographical Information (Student)** – and then choose the specific information you are looking for. You have access to view only the information that you might need in your office.

Favorites | Main Menu > Campus Community > Personal Information (Student) > **Biographical (Student)**

**UW** All Search Advanced Search

Main Menu > Campus Community > Personal Information (Student) >

**Biographical (Student)**

Manage a student's biographical data.

**Addresses/Phones**  
Manage a student's addresses and phone numbers.

- [View Addresses](#)
- [View Names](#)
- [View Phones](#)
- [View Electronic Addresses](#)

**View Address Example:**

## View Addresses

Click to see what student restricted

Click to see all addresses at once or use arrow on right to click through list

Current Addresses					Personalize   Find   View All   [Print]   [Refresh]
Address Type	Address	Effective Date	Status	View Address Detail	
Home	1725 State St La Crosse, WI 54601-3742 La Crosse	09/10/2021	Active	View Address Detail	
Local	La Crosse	01/31/2021	Active	View Address Detail	

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

## View Names Example:

### View Names

Alexia Jones

Primary is the legal name. When searching by name in WINGS, must use this one. However, sometimes the Preferred name will display at top of screen.

Preferred is the name that appears in the Class Roster and in the Student Services Center. If there is no Preferred name, the Primary name appears.

Current Names								Personalize   Find   View All   [Print]   [Refresh]
Name Type	Prefix	Name	Suffix	Order by Sequence	Effective Date	Status	Name History	
Primary		Alexia Jones		1	09/20/2021	A	<a href="#">Name History</a>	
Preferred		Lexi Jones		2	09/20/2021	A	<a href="#">Name History</a>	
Former		Alexia Smith		3	09/20/2021	A	<a href="#">Name History</a>	

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

If the student has changed names (last name or first name), the prior name will be called "Former."

When searching for a student by name, remember that the student may have given you a nickname or preferred name. WINGS searches by Primary name only. Searching by the student ID number is the best way to find a student.

## View Phones Example:

### View Phones

2 

Phone Detail				
Phone Type	Phone Number	Extension	Country Code	Preferred
Cell	608/			<input checked="" type="checkbox"/>
Home	608/			<input type="checkbox"/>
Text	608/			<input type="checkbox"/>

**The preferred number to be contacted at is checked. If a text number is listed, you may text the student directly at that number. No text number means, they should not be texted.**

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

## View Email/Electronic Addresses Example:

### View Electronic Addresses

2 

**The UWL email should always be marked Preferred, unless there is no UWL email listed.**

Email Information			
Email Type	Email Address		Preferred
Campus	@uwlax.edu		<input checked="" type="checkbox"/>
Personal	@gmail.com		<input type="checkbox"/>

URL Information	
Type	URL Address

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

## Option 3 - Student Services Ctr (Student) - for Departments

- Look up student under Campus Community > Student Services Ctr (Student). The contact info on the Student Center tab will be their home address, local address, home phone, and UWL email. To find additional addresses/phone numbers, including residence hall, refer to the above directions.

## Option 4 - Advisor Center - for Faculty and Advisors

- See Advisor Center Manual