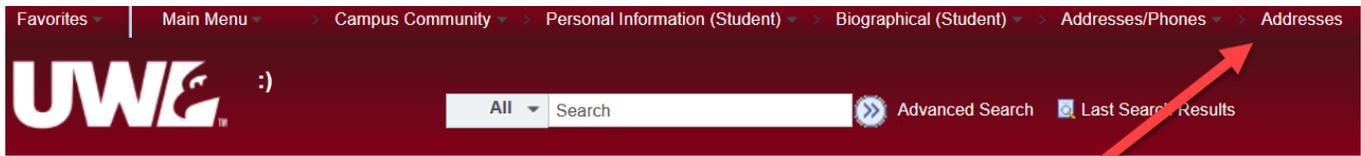


Updating Addresses and Phones

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

[Basic Search](#)

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 contains 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. The list includes: 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, and BGR Bulgaria.

- Click the **Edit Address** link.

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

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:

Address 2:

City: State: Postcode:

[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 View All <input type="button" value="🔍"/> <input type="button" value="📄"/>
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	Edit/View Address Detail	
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	Edit/View Address Detail	

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 View 2 [Grid Icon] [List Icon]	First [Left Arrow] 1-4 of 4 [Right Arrow] 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		
Campus	346B Angell Hall La Crosse, WI 54601	03/24/2020	Inactive		03/24/2020 11:11:33AM	Edit/View Address Detail		
Permanent	98 SHIRLEY STREET Pimpana, QLD, 4209	09/10/2021	Active			Edit/View Address Detail		

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] [List Icon]	First [Left Arrow] 1-4 of 4 [Right Arrow] 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		
Campus	346B Angell Hall La Crosse, WI 54601	03/24/2020	Inactive		03/24/2020 11:11:33AM	Edit/View Address Detail		
Permanent	98 SHIRLEY STREET Pimpana, QLD, 4209	09/10/2021	Active		09/10/2021 4:30:35PM	Edit/View Address Detail		

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

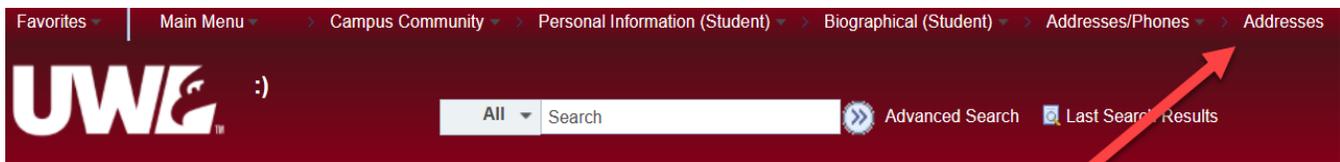
Phone Detail					
*Phone Type	*Phone Number	Extension	Country Code	Preferred	
Cell	608			<input type="checkbox"/>	-
Home	208		062	<input checked="" type="checkbox"/>	-
Text	608			<input type="checkbox"/>	-

[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	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
Campus	346R Ansell Hall La Crosse, WI 54601	03/24/2020	Inactive		03/24/2020 11:11:33AM	Edit/View Address Detail
Permanent	98 SHIRLEY STREET Pimpana, QLD, 4209	09/10/2021	Active		09/10/2021 4:30:35PM	Edit/View Address Detail

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="-"/> Update Addresses Address Linkage

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	Update Addresses Address Linkage
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	Update Addresses Address Linkage
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	Update Addresses Address Linkage
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	Update Addresses Address Linkage
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