Viewing Basic Information on a Student through Campus Community

Option 1 – Add/Update a Person screen

Left-Hand Navigation: Campus Community > Personal Information (Student) > Add/Update Person

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:

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.

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.

Click on Releasable Name to see if name can be printed or published

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.
Option 2 – Biographical (Student)

Left-Hand Navigation: Campus Community > 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.

View Address Example:
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.

**View Phones Example:**

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.
View Email/Electronic Addresses Example:

**View Electronic Addresses**

Note the preferred email is the UWL email.

<table>
<thead>
<tr>
<th>Email Type</th>
<th>Email Address</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>@uw lax.edu</td>
<td>✔️</td>
</tr>
<tr>
<td>Personal</td>
<td>@gmail.com</td>
<td></td>
</tr>
</tbody>
</table>

**URL Information**

<table>
<thead>
<tr>
<th>Type</th>
<th>URL Address</th>
</tr>
</thead>
</table>

[Return to Search] [Previous in List] [Next in List] [Notify]