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
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.

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.

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. Searching by the student ID number is the best way to find a student.
View Email/Electronic Addresses Example:

**View Electronic Addresses**

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

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

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

- See Student Services Ctr (Student) directions

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

- See Advisor Center Manual