

Updating Personal Information

Let's review where you can find your personal information in your WINGS Student Center and how you can update it.

On your WINGS Student Center Homepage, scroll down to the **Personal Information** section, select the item you would like to update, and click on the blue arrows. The rest of the below directions will start from the next screen that comes up.

Personal Information

[Demographic Data](#)

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

Contact Information

Home Address	Local Address
410 10th St N Apt 4 La Crosse, WI 54601-0827 La Crosse	302 10th St N Apt 4 La Crosse, WI 54601-0806 La Crosse
Home Phone 608/799-6827	UW-L E-mail ESTEST@uwlax.edu

Addresses

You will be asked to update your addresses once a semester when you first login to your Student Center at the start of the term. Even if your address has not changed, you should enter it in again.

If your address changes over summer or during a semester, you may change your Home or Local address on this page. Make sure you are on the **addresses** tab and click the "edit" button next to the address type you need to change and follow the steps to update your address. Click **Save** when you are done. Campus addresses will be updated by the Residence Life office, so you do not need to update those.

Personal Information | **Security**

addresses | names | phone numbers | email addresses | emergency contacts | gender identity | demographic information

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	La Crosse, WI 54601-0827 La Crosse	edit
Local	La Crosse, WI 54601-0806 La Crosse	edit

[ADD A NEW ADDRESS](#)

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

Email Addresses

Click on the **email addresses** tab at the top to edit.

You will not be able to update your campus email address, but you may update your personal one. Be sure to click **Save** when you are done. Only one type of each email type is allowed, so you may not be able to use the **Add An Email Address** button. The Campus email will always be checked as "preferred" for you.

Personal Information Security

addresses | names | phone numbers | email addresses | emergency contacts | gender identity | demographic information

Email Addresses

Enter your email addresses below.

All official university communication will be sent to your campus email address regardless of the email address marked as preferred.

*Email Type	*Email Address	Preferred	
Campus	ESTEST@uwlax.edu	<input checked="" type="checkbox"/>	delete
Personal	eagle.stryker@gmail.com	<input type="checkbox"/>	delete

ADD AN EMAIL ADDRESS

SAVE

* Required Field

Phone Numbers

Click on **phone numbers** at the top to add or edit a phone number. You may edit or delete the numbers that are currently listed. Or click **Add a Phone Number** to add another type and enter the number. Click **Save** when done. Only one number for each phone type is allowed.

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Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Cell	608/386-5478			<input type="checkbox"/>	delete
Home	608/799-6827			<input checked="" type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

* Required Field

Emergency Contacts

Go to the **emergency contacts** number at the top to edit this information. You may also get to this screen from your homepage by clicking **Emergency Contacts** link in the personal information section.

Click **Add an Emergency Contact** button or click **edit** next to an existing contact. Enter the person's name, relationship to you, address, and phone number.



Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>	Lori Friske	Parent	608/792-6277			edit	delete

[ADD AN EMERGENCY CONTACT](#)

[SAVE](#)

The screenshot shows a table with one row of emergency contact information. The 'Primary Contact' checkbox is checked. Below the table are two buttons: 'ADD AN EMERGENCY CONTACT' and 'SAVE'. Red arrows point to the 'edit' button in the table row, the 'ADD AN EMERGENCY CONTACT' button, and the 'Primary Contact' checkbox.

Before clicking **Save** on the emergency contact page, make sure one of your contacts is checked as **Primary**. Then **Save**.

Legal Name & Demographics

Your legal name and demographic information cannot be updated on your own.

If you have documentation of a legal name change, complete the Name Change Form and submit it with appropriate documentation to the Records and Registration Office. That office will update your legal name in the system.

If there is an error in your Social Security Number or Birth Date, current students should contact the Records and Registration office for help. That office will update your information after receiving the appropriate documentation. Applicants should contact the Admissions Office.

If you have a change in military status, contact the Veterans Educational Benefits Office.

If there is an error in your citizenship or Visa, students and applicants should contact the Admissions Office.

Preferred Name

UWL recognizes that many of its students, faculty and staff may use names other than their legal names to identify themselves. It is the policy of the University of Wisconsin-La Crosse that any faculty, staff, or student may choose to identify themselves within the university community with a preferred first and/or middle name that differs from their legal name. Preferred names are put on the class roster, in the online directory, and on your WINGS Student Center. This name will appear instead of the person's legal name in UWL related systems and documents except where the use of the legal name is required by university business or legal need. More information about UWL's Preferred Name policy can be found at www.uwlax.edu/records/preferred-name/.

Preferred names can be submitted by completing the Preferred Name Form found on the Preferred Name page noted above.



University of Wisconsin-La Crosse Preferred Name Policy

The university recognizes that many of its students, faculty and staff may use names other than their legal names to identify themselves. It is the policy of the University of Wisconsin – La Crosse that any faculty, staff, or student may choose to identify themselves within the university community with a preferred first and/or middle name that differs from their legal name. As long as the use of the preferred first and/or middle name is not for the purpose of misrepresentation, it will appear instead of the person's legal name in university related systems and documents except where the use of the legal name is required by university business or legal need.

This form is for currently enrolled students so they may file a preferred name change. Only first and middle name may be changed to a preferred name. Please be advised that changing your first and middle name is not the same as legally changing your name through the courts. If you have a legal name change, please complete the "Name Change" at www.uwlax.edu/uploadedFiles/Offices-Services/Records-registration/ChangeOfNameForm2011.pdf and provide supporting legal documentation.

A student's preferred name will appear in the online University directory, Desire to Learn (D2L), as well as the following pages in WINGS: advisor center, student center, class roster, grade roster, and degree audit. A student's legal name will still remain and appear on all documentation excluding the previously mentioned.

The completed form will be sent to the Office of Records and Registration, 117 Graff Main Hall.

Please note: As we begin to implement this process, preferred names will not be added to WINGS until the last two weeks of August 2016 to avoid issues with names changing on class/grade rosters/D2L.

Please provide the following information. All names should be legal names that match your student record.

Student ID Number

Campus Email

Last Name

Diploma/Commencement Names

Diploma names can be updated without any documentation. This is the name that is printed on your official diploma and what is printed in the Commencement program. Some students may wish to include a middle name or initial, or to use another name on their diploma. In order to update that name, go to the **names** tab in your **Personal Information**.

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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	

ADD A NEW NAME



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go to ...

Select **Add a New Name**. Change the **Name Type** to **Degree** and then enter your name as you would like to see it on your diploma. You do not need to make any changes to the **date new name will take effect** field. Be sure to click **Save**.

You will be able to return and edit the name again later, if you change your mind.