Update Your Personal Information

1. Scroll down to the **Personal Information** section of your Student Center.

2. Review the list of blue links on the left and click on the item you would like to update. If you don't see the item in the blue links, open the **other personal**... drop-down menu and select an item. Click the double arrow/go button.

3. Update your information on the following screens (some examples of personal information are listed below):

   a. **Addresses**: UWL uses the Home and Local addresses for various purposes. The **Home** address is your address when you are not at school and where you move to after graduation. Diplomas are always mailed to Home addresses. The **Local** address is your address when at school, whether a residence hall or a nearby apartment. The Local addressed is used when verifying voter ID.

      i. Click on the pencil icon next to the address you want to update. Or click on Add a New Address to add another address type.
Enter the appropriate, updated address and click OK.

**Add a new address**

iii. **If you are updating only one address**, do not check any other address types on the next screen. In the below example, the student is updating the Local address, which is greyed out, and the student kept the Home address unchecked, which did not need to be updated. Use the **Date changes will take effect** field if the address change will not be effective until a certain date in the future. If it is already happened, leave the date as it is.
iv. Click **Save** and wait for system to update.

b. **Name**: There are two types of names that students can change on their own: adding a Name in Use (sometimes called a Preferred name) and adding a Degree name. For legal name changes to update all of your records, including transcripts, go to the Records and Registration office in 117 Graff Main.

i. To add a Name in Use, navigate to [https://www.uwlax.edu/records/name-in-use](https://www.uwlax.edu/records/name-in-use) and fill out the Name in Use Form for students. Without a submitted Name in Use, the system uses your legal name as provided in your application.

1. The "Name in Use" name type is labeled "Preferred" in WINGS.
2. A Name in Use can only be provided for one's first and middle names.
3. More information on what is impacted by adding a Name in Use can be found on the Name in Use website linked above.

i. You may add a **Degree** name to print on your diploma when you graduate. For instance, if you want your middle initial on your diploma instead of the whole name, you would need to enter a Degree name. If you don't provide a Degree name, your legal name as it is listed in our system will be used.
1. Click on the **Add a New Name** button.

   **Personal Information**
   Addresses | Names | Phone Numbers | Email Addresses | Emergency Contacts | Gender Identity | Demographic Information

**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.

<table>
<thead>
<tr>
<th>Name Type</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Edward Eagle</td>
</tr>
<tr>
<td>Preferred</td>
<td>Stryker Eagle</td>
</tr>
</tbody>
</table>

   **Add a new name**

2. Select **Degree** for **Name Type**. Enter the desired name in the **First Name**, **Middle Name**, and **Last Name** fields.

   **Names**
   **Add a new name**

   Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

   **Add a new name**

   Name Type: **Degree**
   Format Using: English
   Prefix
   First Name
   Last Name
   Suffix
   Middle Name

   Date new name will take effect: 02/18/2020

   **Save**

   ii. **Click Save.**

b. **Other personal information a student may change:**
   i. Phone numbers
   ii. Personal email addresses (cannot change uwlax.edu email)
   iii. Emergency contacts
   iv. Privacy settings (See *Manage Privacy Settings/FERPA Restrictions* section.)

c. **Information a student cannot change:** **Contact Records & Registration to change**
   i. Demographic information
ii. Legal name
iii. Social security number and student/campus ID number