
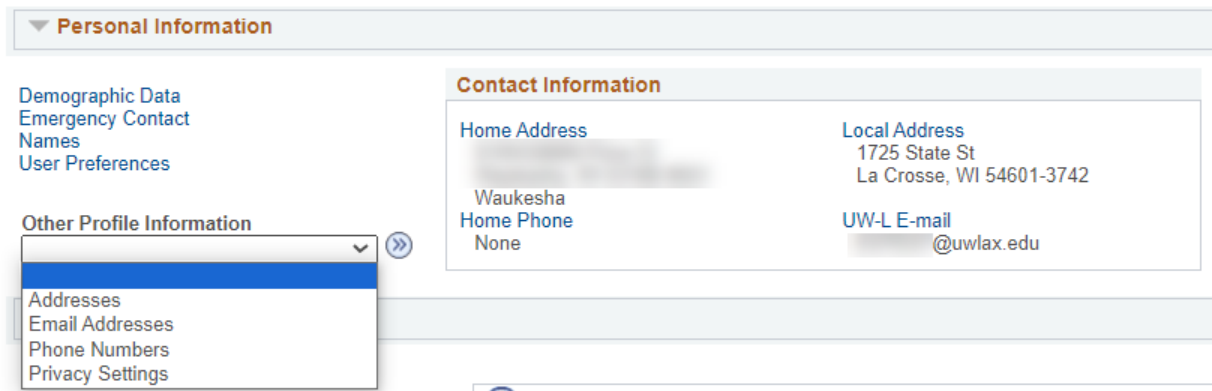


# Update Your Personal Information

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 Profile Information** drop-down menu and select an item. Click the double arrow/go button. 



▼ **Personal Information**


Demographic Data  
Emergency Contact  
Names  
User Preferences

Other Profile Information

- Addresses
- Email Addresses
- Phone Numbers
- Privacy Settings



**Contact Information**

|                           |  |
|---------------------------|--|
| Home Address<br>[blurred] | Local Address<br>1725 State St<br>La Crosse, WI 54601-3742 |
| Waukesha                  |  |
| Home Phone<br>None        | UW-L E-mail<br>[blurred]@uwlax.edu                         |

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 address is used when verifying voter ID.
    - i. Select **Addresses** from the Other Profile Information drop down menu in the Personal Information section. Click the double arrow/go button. 
    - ii. 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

## Addresses

View, add, change or delete an address.

| Address Type | Address   |   |
|--------------|---|---|
| Home         | 9400 High Nest Dr<br>Forest, WI 53188<br>Waukesha |  |
| Local        | 1725 State St<br>La Crosse, WI 54601-3742         |   |

- iii. Enter the appropriate, updated address and click OK.

### Edit Address

Country  [Change Country](#)  
 \*Address 1   
 Address 2   
 Address 3   
 City   
 State    
 Postal   
 County

[Clear](#)

- iv. 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.

## Addresses


### Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (\*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

|   |   |
|---|---|
| <b>Change Address</b>                                     | <b>Address Types</b>                      |
| 909 La Crosse St<br>La Crosse, WI 54601-3458<br>La Crosse | <input type="checkbox"/> Home *           |
| <a href="#">Edit Address</a>                              | <input checked="" type="checkbox"/> Local |

Date changes will take effect

07/10/2024  (example: 12/31/2000)

Save

- v. Click **Save** and wait for system to update.
- b. **Name:** Students must provide documentation of a legal name change (or possibly to fix a typo) to the Records and Registration office (117 Graff Main Hall) to update their legal name. However, you may add two alternative names without documentation:
- i. A **Name in Use**, sometimes also called a preferred name, is the name you would like to be identified by on campus other than your legal name. You can only request a name in use for a first name.
    1. New applicants to UWL will automatically receive a Name in Use if they entered a name different from their legal name in the Preferred Name/Name in Use Field on the application.
    2. For directions on submitting a Name in Use, see the directions in the "Requesting a Name in Use" section, or navigate to UWL's [Name in Use](#) website.
  - ii. 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. To add a Degree name:
    1. Select **Names** from the link in the Personal Information section.

2. Click on the **Add a New Name** button.


**Personal Information** | Security

[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.

| Name Type | Name          |
|-----------|---------------|
| Primary   | Edward Eagle  |
| Preferred | Stryker Eagle |

**Add a new name** 


3. 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 [Change Format](#)


Prefix:

\*First Name:

Middle Name:

\*Last Name:

Suffix:

Date new name will take effect:   (example: 12/31/2000)

**Save**

4. Click **Save**.

- c. Other personal information a student may change themselves:
- Phone numbers
  - Personal email addresses
    - After starting at UWL, please update your personal email address if it has changed, been deactivated, or you originally used a parental email when applying to UWL.
    - Your personal email will be used for communication after you have graduated, such as sending you a link to your digital diploma and information from the Alumni & Friends Foundation.

- iii. Emergency contacts
  - iv. Gender Identity
  - v. Privacy settings (See **Manage Privacy Settings/FERPA Restrictions** section.)
- d. Information a student cannot change on their own:
- i. Legal name
  - ii. Legal sex
  - iii. Social security number
  - iv. UWL campus email address (see Request a Name in Use directions)