



How Do I? Change My Address

Home Address

"Home" address is defined as your permanent address (e.g., many undergraduate students list the postal address of their parents). Students should contact the Registrar's Office (Roseman 2032 or registrar@uww.edu) for "Home" address changes.

Hall Address

"Hall" address is intended only for those students residing in a UW-Whitewater residence hall. The Office of Residence Life (Goodhue 200) maintains and updates hall addresses.


Mail Address

"Mail" address is defined as a local or temporary address where mail can be sent while you are attending UW-W. "Mail" address must be different than your "Home" or UW-W residence hall address (i.e., "Hall"). Students can add or change their "Mail" via WINS.

Access WINS

- ▶Click on **WINS** on Whitewater's home page at www.uww.edu
- ▶Sign into WINS
- ▶Click on **Student Center**.

Personal Information

Select **Addresses** from the dropdown located under **Personal Information** on your **Student Center** page **click** 

Adding a Mail Address

- ▶Click on **ADD A NEW ADDRESS**
- ▶Enter your address information.
- ▶Click **OK** (you may need to select from an address on a secondary page.)
- ▶Select Mail from the Address Types box

Address Types	
<input type="checkbox"/>	Home *
<input type="checkbox"/>	Mail

- ▶Click **SAVE**

Deleting a Mail Address

- ▶Click on **delete** to the right of the Mail address
- ▶Click on **DELETE** from the Delete Address page
- ▶Click on **YES - DELETE** from the Delete Confirmation page

Changing a Mail Address

- ▶Click on **edit** to the right of the Mail address
- ▶Enter your address information.
- ▶Click **OK** (you may need to select from an address on a secondary page.)
- ▶Click **SAVE**
- ▶Click **OK** on the Save Confirmation page

Things to Remember

- ▶Be sure to sign out of WINS to end your session

Before closing your web browser, sign out of WINS by clicking on **Sign out**, located in the top right corner of your page.