




How Do I? Change My Phone Number

Access WINS

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

Personal Information

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

Adding a Phone Number

- ▶Click on
- ▶Use the Dropdown to select the Phone Type.
- ▶Enter your phone number (Wins will format the number for you.)
- ▶Click
- ▶Click

Deleting a Phone Number

- ▶Click on to the right of the Phone Number
- ▶Click on from the Delete Confirmation page

Changing a Phone Number

- ▶Type the new number in place of the old number
- ▶Click

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.