



## How do I? View a Student's Emergency Contacts

Version 9.0

1. **Sign in to WINS.**
2. **Click on Self Service**, located in the left-hand column.
3. **Click on View My Advisees**
4. **Click on View Student Details or**

**VIEW DATA FOR OTHER STUDENTS**

located at the bottom of page.

5. **Click on Emergency Contacts**, under Personal Information.

## Features

► **Click** on the individual's name listed under Contact Name for additional information.

## Things to Remember

- If you wish to search for another student's information, from the Student Center page, **click** on **Return to Search** at the bottom of the page.
- To view information for another Advisee **Click** on **View My Advisees** located in the menu on the left.