



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

Version 9.0

1. Sign in to WINS.
2. Click on Self Service.
3. Click on Advisor Center.
4. Click on [View My Advisees](#)
5. Click on [View Student Details](#) or

[VIEW DATA FOR OTHER STUDENTS](#),

located at the bottom of page.

6. 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.