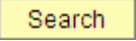







How Do I? Update and Individual Student's Student Groups






1. **Sign in to WINS.**
2. **Click on Records and Enrollment.**
3. **Click on Career and Program Information.**
4. **Click on Student Groups.**
5. **Enter the Students ID number.**
6. **Click** 

You may need to select the student from the result list below.

Adding Student Groups

1. If there are not any existing Student Groups for this student. **Enter** the Student Group code in the Student Group Field. Click on  to look up the code if necessary.
2. If Student Groups already exist **Click**  to the right of the Academic Institution field to add a new row. In the new (blank) row **Enter** the Student Group Code in the Student Group Field. Click on  to look up the code if necessary.

Inactivating Student Groups

1. **Scroll** (  ) to the row with the appropriate Student Group.
2. **Click**  to the right of the Effective Date field to add a new Effective Dated Row.
3. **Change** the **Effective Status** to **Inactive**
4. .

Notes:

- It is important to make sure you are adding a new row in to the correct area of the page. To add new Student Group use the plus sign to the right of the Academic Institution field. To add a new effective dated row when updating the status be sure to use the plus sign to the right of the Effective Date field.