



How do I? View Student's Addresses

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. **Addresses** are located under **Personal Information** on student's **Student Center** (lower right side).

Things to Remember

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