

How to obtain Voter ID address/enrollment verification via SIS:

After logging into SIS, go to the student center.

Using the Student Links select Voter ID Verification

The screenshot shows a student center dashboard with several sections:

- Academics:** Search, Plan, Enroll, My Academics. A message states "You are not enrolled in classes." and an "Enrollment Shopping Cart" link is present.
- Finances:** My Account (Account Inquiry, Make a Payment), Financial Aid (View Financial Aid, Accept/Decline Awards). A message states "You have no outstanding charges. Refunds are available on or after the 1st day of classes."
- Student Links:** Order Books, **Voter ID Verification** (circled in red), Parent/Guardian Email, Parking Permits (Add/Update License Plates, Opt out / in), Public Safety (Signup for GB Alert).
- Personal Information:** Emergency Contact, Names, User Preferences, Privacy Settings. A "Contact Information" box displays: Home Address (Registrar's Office, 2420 Nicolet Dr, Green Bay, WI 54311-7003, Brown), Home Phne (920/000-0000), Dormitory Address (None), and Campus Email (██████████@UWGB.EDU).
- Right Sidebar:** Search for Classes, Holds (No Holds), To Do List (No To Do's), Enrollment Dates (Open Enrollment Dates), Advisor (Program Advisor: None Assigned), Academic Information (Course Availability, Schedule of Classes, Office of the Registrar), Finances (Bursar-Cashier/Student Billing, Financial Aid).

You will be brought to this screen. If the address is correct you will click the Enrollment and Address Verify link. Click this to have the verification display to be printed.

UWGB Student Name

Empl ID: 0000001

## Enrollment and Address Verification

Enrollment and Address Verify

This is the Address that will be used on your Voter ID Verification.

Registrar's Office  
2420 Nicolet Dr  
Green Bay, WI 54311-7003

Click here for [More Information?](#)

Click here to update your Address.

Student Center Link

If you need to update your mailing address, go to the Student Center and select Addresses in the Personal Information section.

After updating your address, you will need to return here to obtain your Voter ID Verification.

You will NOT be able to change your DORM address.

The report will display the active term this is printed, an issue date, student name, local address and enrollment data. If the student is enrolled it states Yes, Term date or if no enrollment, Not enrolled, Term date. A watermark is also displayed.

## UNIVERSITY OF WISCONSIN-GREEN BAY

Student Enrollment and Local Address Verification

Term Printed:	Fall 2016
Date Issued:	10/4/2016
Student Name:	██████████
Local Address:	Registrar's Office 2420 Nicolet Dr Green Bay, WI 54311-7003
Enrolled for Current Term:	Not Enrolled in Fall 2016

The information above is taken directly from the University of Wisconsin-Green Bay's Student Information System as it existed on the issue date. By producing and submitting this form, the student whose name appears above accepts responsibility for the accuracy of the self-reported address information.

To change the address click on the student center link, you will not be able to change a DORM address.

UWGB Student Name

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Further documentation on updating address information is found under the SIS help  
<http://www.uwgb.edu/sis/help/students/records-enrollment/update-your-address/>