Updating Your Information and Contacts in Student Planning

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a) Sign into Self Service at: https://webservice.wabash.edu/Student/Account/Login
b) Enter Wabash username and password, and click Sign In
c) Click on Student Planning. You should be brought to the Student Planning default landing page which shows your current schedule on a calendar.

STEP 2 – Verify your personal info

The first time you log into Student Planning at the beginning of a new academic year, you will be prompted to verify your legal name, parent/guardian address, home phone, and cell phone.

d) Enter the information listed above.
e) There is also a box to check for you to consent to electronic communications from Wabash. (We send a lot of documents electronically, so this is important.)
f) When you have finished, click the Submit button.
g) You should be returned to the Student Planning default landing page.

STEP 3 – Verify your emergency contact information

At the start of each academic year, you'll be asked to verify your emergency and missing persons contacts.

In the top right corner of your screen, click on your login ID (for example, wfwabash2).
Select Emergency Information from the drop-down menu.
On the next screen, click the button that says Add New Contact in the Emergency Contacts section.
In the Emergency Contact Information Window, enter all of the requested information: contact name; relationship (to you); daytime, evening, and other phone (you must provide at least one); address (their street address, city, state, country if not U.S., and postal code all on one line). Notice that you have to scroll down to access some of the data entry fields.
change this unless the info you just entered is not current until a future date.
Emergency Contact box is checked by default. Check the Missing Person Contact box if the same person you named as Emergency Contact is also who should be called if you from Wabash without explanation for more than 24 hours. If you want to add emergency contacts, or if you want your missing person contact to be a different person than your emergency contact, repeat steps K – M, checking the appropriate box at the end.

STEP 4 – Verify your phone numbers

If you have not provided both a cell phone number and a home phone number, you'll be asked to verify both. This is true even if they are the same number.

o) At the top right of your screen, click on your login ID again.
p) Select User Profile from the drop-down menu.
q) There are several items of information that you can update or confirm on this screen: personal identity (nickname); addresses; email addresses; and phone numbers. Any of that information we already have on file will be displayed. Phone number(s) are the only item of information here that will block your registration until updated/confirmed.
r) Scroll down to the Phone Numbers section at the bottom of the screen. Any number we have on file will be displayed. If you received the notification telling you to update phone numbers, in most cases you will see just one number displayed.
s) Click the Add New Phone button. In the Enter Phone Details pop-up window, provide the phone number, extension if applicable, and the type of phone this is: cell, home, or preferred. Click Confirm.
t) Remember you must have both a home phone and a cell phone identified. If they are the same, re-enter the same number again, designating it as either home or cell as needed. Click Confirm.
u) If your home number and cell number are different and you want to identify which one is preferred, repeat step S again and designate that number as preferred. Click Confirm.
v) Click on the Home icon at the top left of the screen to re-enter Student Planning, and continue with course selection.

If you have questions or need assistance, please contact the Registrar's Office at 765-361-6416 or registrar@wabash.edu.