



Pastors and congregations: How to share student information with WELS Campus Ministry

Why is it important to share the contact information for college students in my congregation with WELS Campus Ministry?

Almost every university in the United States and Canada has an assigned campus ministry contact pastor. Each contact pastor receives a list of WELS student that are attending their school. By sharing information with WELS Campus Ministry, these contact pastors know who the students are and can help them stay connected to Christ and strengthen their faith while at school.

What will WELS Campus Ministry do with this information?

WELS Campus Ministry will share the student's information with the contact pastor at their college or university. We will also periodically email students with requests for updated information and free subscription offers to *Forward in Christ* magazine and *Meditations* devotions (offered digitally and in print).

Who can share this contact information with WELS Campus Ministry?

Church employees and laypeople who are authorized to view and edit student information may do so by using the church's WELS Cloud account and credentials and following the steps below. Relatives of students can submit their student's information at data.wels.net/CampusMinistry/CampusMinistry.

Instructions:

Step One: Receive permission from the students to share their information with WELS Campus Ministry.

- Best practice: Send out an email/text/call to the graduating high school seniors at your congregation the summer after they graduate. Let them know that you plan to share their contact information with WELS Campus Ministry and explain why it's important.

Step Two: Go to "My WELS Cloud" (cloud.wels.net/my-wels-cloud/)

Step Three: Read the "Important Information" section. If you know your login information, select "Proceed to My WELS Cloud". If you need to reset your password or find your login information, click "Get Help."

Step Four: Once you're logged in, click "Campus Ministry Student Management" found in the center column under "Church."

- Campus Pastors: You will see a list of students attending your campus (or campuses). If you are a campus pastors and you have members of your church attending other campuses, you'll be able to toggle between the two lists using a link in the upper right area of the form.

Step Five: On the right-hand side of the page, click "View Home Congregation List".

Step Six: Add student information (by clicking the + on your left-hand side) and/or edit student information (by clicking the box to the left of the name then click the pencil icon next to the +). Information for the student's profile will appear. Once finished adding/editing, click submit.

Step Seven: Repeat step five for all members who are college students.