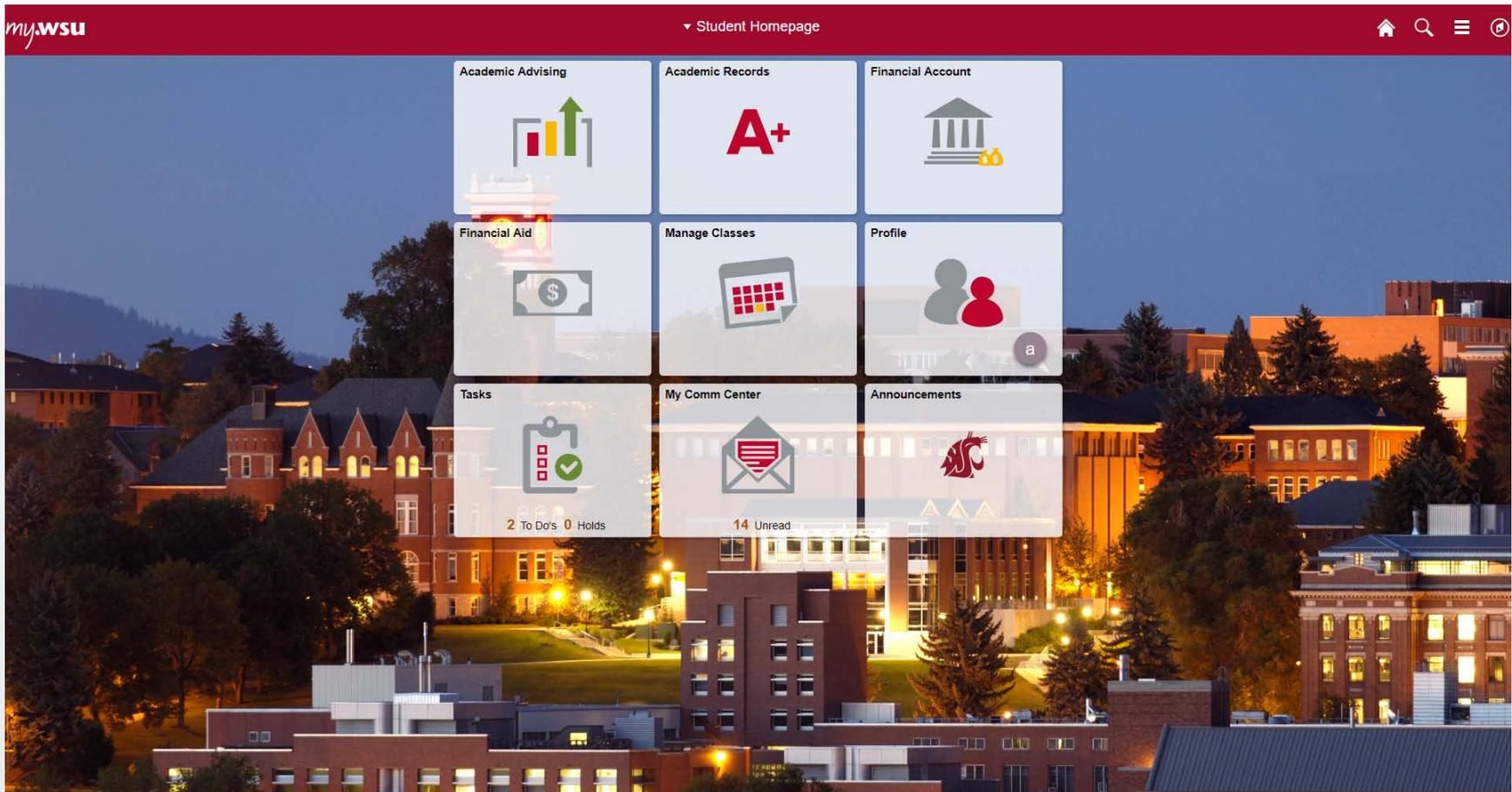


Adding or Editing the Diploma Address

Need to update an existing Diploma Address? Skip to Page 5

a) Select “Profile” from Student Homepage





b) Select “Addresses”

Student Homepage Profile

logged on as: [redacted] ID [redacted]

Adding a Diploma Address

- Personal Details
- Contact Details
- Addresses** b
- Emergency Contacts
- Emergency Notification
- Ethnicity
- FERPA Restrictions
- Third Party Access
- Service Requests
- Housing
- Personal Information
- Security
- Credentials
- Participation
- HR & Benefits
- Payroll Information

Addresses

Home Address

+ [redacted]

Address	From
[redacted]	Current >

Diplomas are mailed to HOME address if no DIPLOMA address has been entered

Mailing Address

+ [redacted]

Address	From
[redacted]	Current >

Diploma Address

No address defined

Add Diploma Address c

Campus Address

No address defined

b) Select “Add Diploma Address”



d) Enter in address OR Select “Copy From” to copy over Home or Mailing address

The screenshot displays a student profile page with a sidebar on the left containing various personal details like 'Personal Information', 'Security', and 'Credentials'. The main content area is titled 'Addresses' and includes sections for 'Home Address', 'Mailing Address', 'Diploma Address', and 'Campus Address'. A modal dialog box titled 'Add Address' is open in the center. It features a 'Type' dropdown menu set to 'Diploma', a '*From' field with a calendar icon, a '*Country' field with a search icon, and several address fields. A red circle 'd' highlights the 'Copy From' button, and another red circle 'e' highlights the 'Save' button. A third red circle 'd' highlights the 'Type' dropdown menu. The background shows the 'Addresses' section with 'Home Address' and 'Mailing Address' sections.

e) Select “Save”



f) Confirm Diploma Address is correct

Student Homepage Profile

ID [REDACTED]

- Personal Details
- Contact Details
- Addresses
- Emergency Contacts
- Emergency Notification
- Ethnicity
- FERPA Restrictions
- Third Party Access
- Service Requests
- Housing
- Personal Information
- Security
- Credentials
- Participation
- HR & Benefits
- Payroll Information

Addresses

Home Address

Address	From
[REDACTED]	Current >

Mailing Address

Address	From
[REDACTED]	Current >

Diploma Address

Address	From
Diploma Address Here	Current >

Campus Address

No address defined

To Edit An Existing Diploma Address

b) Select “Addresses”

The screenshot shows a student profile page titled "Editing a Diploma Address". The left sidebar contains navigation options: Personal Details, Contact Details, **Addresses** (highlighted with a red circle and 'b'), Emergency Contacts, Emergency Notification, Ethnicity, FERPA Restrictions, Third Party Access, Service Requests, Housing, Personal Information, Security, Credentials, Participation, HR & Benefits, and Payroll Information. The main content area is divided into four sections:

- Home Address:** Contains a blue "+" button, a text input field, and a "From" dropdown menu. A callout box with a black border and white background says "Diplomas are mailed to HOME address if no DIPLOMA address has been entered".
- Mailing Address:** Contains a blue "+" button, a text input field, and a "From" dropdown menu.
- Diploma Address:** Contains a green "+" button (highlighted with a red circle and 'c'), a text input field with the placeholder "Diploma Address Here", and a "From" dropdown menu.
- Campus Address:** Shows "No address defined".

c) Select “+”



d) Enter in new address OR Select “Copy From” to copy over Home or Mailing address

The screenshot displays a student profile page with a sidebar on the left containing various personal details. The main content area is titled 'Profile' and shows the 'Addresses' section. A modal window titled 'Add Address' is open, allowing the user to enter a new address. The modal includes a 'Type' dropdown menu, a '*From' field, a '*Country' field, and three 'Address' fields (Address 1, Address 2, Address 3). It also has fields for 'City', 'State', 'Postal', and 'Country'. A 'Copy From' button is highlighted with a red circle 'd', and a 'Save' button is highlighted with a red circle 'e'. A red circle 'd' also points to the 'Type' dropdown menu. The background shows the 'Addresses' section with 'Home Address' and 'Mailing Address' sections.

e) Select “Save”



f) Confirm Diploma Address is correct

Student Homepage Profile

ID [REDACTED]

- Personal Details
- Contact Details
- Addresses
- Emergency Contacts
- Emergency Notification
- Ethnicity
- FERPA Restrictions
- Third Party Access
- Service Requests
- Housing
- Personal Information
- Security
- Credentials
- Participation
- HR & Benefits
- Payroll Information

Addresses

Home Address

Address	From
[REDACTED]	Current >

Mailing Address

Address	From
[REDACTED]	Current >

Diploma Address

Address	From
Diploma Address Here	Current >

Campus Address

No address defined