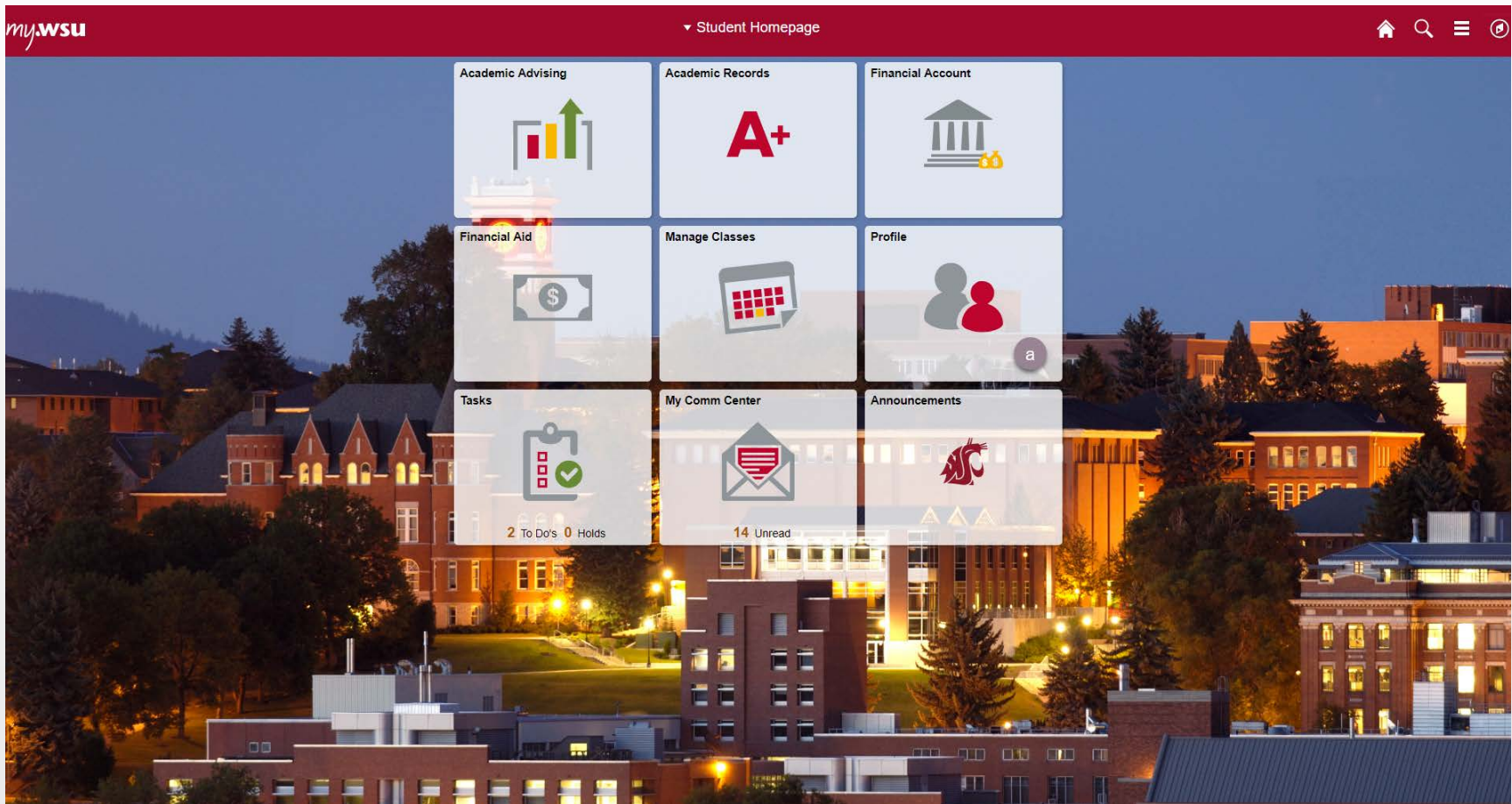


Adding or Editing the Diploma Address

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

a) Select “Profile” from Student Homepage





b) Select “Addresses”

[Student Homepage](#)

Profile

HomeSearchMenuProfile

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

+

Address

From

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

Current

>

Mailing Address

+

Address

From

Current

>

Diploma Address

No address defined

Add Diploma Address

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

Student Homepage Profile

logged on as: [Name] ID [ID]

Addresses

Home Address

+ Address [Placeholder]

Mailing Address

+ Address [Placeholder]

Diploma Address

No address defined
Add Diploma Address

Campus Address

No address defined

Add Address

Cancel Save

Type Diploma

*From [Calendar Icon] Copy From

*Country [Search Icon]

*Address 1 [Text Box]

Address 2 [Text Box]

Address 3 [Text Box]

City [Text Box]

State [Search Icon]

Postal [Text Box]

County [Text Box]

e) Select “Save”



f) Confirm Diploma Address is correct

[Student Homepage](#)

Profile

ID

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
	Current >

Mailing Address

Address	From
	Current >

Diploma Address

Address	From
Diploma Address Here	Current >

Campus Address

No address defined

To Edit An Existing Diploma Address

b) Select “Addresses”

[Student Homepage](#)

Profile

ID

Editing a Diploma Address

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
<div></div> <div>Diplomas are mailed to HOME address if no DIPLOMA address has been entered</div>	Current >

Mailing Address

+

Address	From
<div></div>	Current >

Diploma Address

+

Address	From
<div>Diploma Address Here</div>	Current >

Campus Address

No address defined

c) Select “+”



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

The screenshot shows a student profile page with a sidebar on the left containing various sections like 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, and Payroll Information. The main content area is titled 'Profile' and shows the 'Addresses' section. The 'Add Address' modal is open, displaying fields for Type, From, Country, Address 1, Address 2, Address 3, City, State, Postal, and Country. A 'Copy From' button is highlighted with a circle labeled 'd', and a 'Save' button is highlighted with a circle labeled 'e'. Arrows point from the 'Copy From' button to the 'Home Address' and 'Mailing Address' sections.

e) Select “Save”



f) Confirm Diploma Address is correct

Student Homepage

Profile

ID

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
	Current >

Mailing Address

Address	From
	Current >

Diploma Address

Address	From
	Current >

Campus Address

No address defined