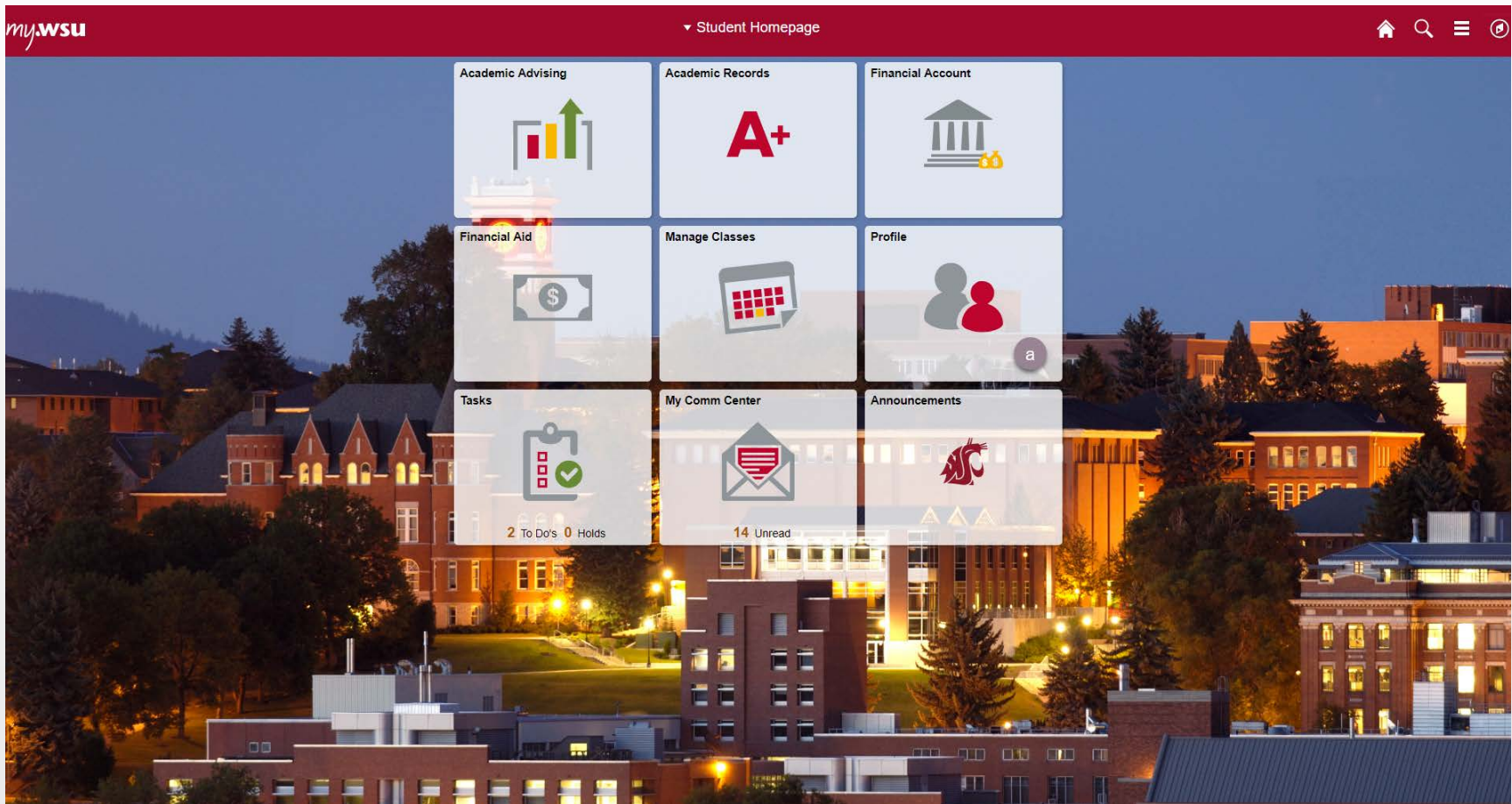# Adding or Editing the Diploma Address

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

a) Select "Profile" from Student Homepage

b) Select "Addresses"

Adding a Diploma Address

Addresses

Home Address

Address	From
	Current

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

Mailing Address

Address	From
	Current

Diploma Address

No address defined

Add Diploma Address

Campus Address

No address defined

Sidebar menu:
- 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

Student Homepage · Profile

Logged on as: · ID

b) Select "Add Diploma Address"

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

e) Select "Save"

f) Confirm Diploma Address is correct

To Edit An Existing Diploma Address

b) Select "Addresses"

c) Select "+"

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

e) Select "Save"

f) Confirm Diploma Address is correct