Setting Your Diploma Address

Use the following steps to identify the address that you want your diploma mailed.

1. From myCoyote, select Student Center.



	сѕизв		
Joe's Student Center			E Menu
View Full Site			🗮 Menu
Academics		~	Q Search for Classes
You are not enrolled in classes.	Search	>	Holds
	Plan	>	Academic Services Hold
Enrollment Shopping Cart	Enroll	>	Academic Services Hold Academic Services Hold
	My Academics	>	MMR Grace Period
	Enroll in CSU Fully Online	>	MMR Out of Compliance
	PAWS	>	STEM Success Coach
	Schedule Planner	>	Details
			To Do List
Finances			Drivers License/State ID

- 2. Scroll down to Personal Information (below Finances).
- 3. Select Demographic Data.

ersonal mormation			
Contact Information		Demographic Data	
Permanent Address	5500 University San Bernardino, CA 92407	Emergency Contact	
Mailing Address	5500 University Parkway San Bernardino, CA 92407	User Preferences	
Permanent Phone	909/555-5555		
Campus Email	coyotej@coyote.csusb.edu	Authorize to Release	

4. Select Addresses.

		csuss එ
Demographic Information		Return
Soe Coyote		≡ Menu
View Full Site		
ID	000226420	In this section
Gender	Male	Personal Information
Pronouns		Addresses
Date of Birth	**/**/****	Names
Birth Country		Pref Names
Birth State		Phone Numbers
Marital Status	Unknown	Email Addresses
Military Status	Not Indicated	Emergency Contacts
		Demographic Information Pronouns

5. Select Add a new address.

			CSUSB	
Addresses				
🗳 Joe Coyote				
View Full Site				
View, add, change or delete an addr	ress.			
Home: Physical address, no PO Box	k allowed.			
Mail: Update if mailing address diffe	rs from physical address. This address is use	d for mailing purpose including paychecks	5.	
(Message: 14100, 327)				
ADDRESS TYPE	▲ ADDRESS			▲ EDIT
Home	5500 University Parkway San Bernardino, CA 92407			🖋 Edit
Mail	5500 University Parkway San Bernardino, CA 92407			🖋 Edit
Permanent	5500 University San Bernardino, CA 92407			
Add a new address				

- 6. Enter the address to which you wish to have your diploma mailed.
- 7. Select OK.

		cs	ISB	
Edit Address				
A Joe Coyote				
View Full Site				
Country	United States			
			Change Country	
Address 1	5500 University Parkway #1			
Address 2				
Town or City:	San Bernardino			
State	CA	Q CALIFORNIA		
Postal	92407			
ОК				
Cancel				

- 8. Select Diploma Address Type.
- **9.** Select **Save** (in the lower right-hand corner).

		CSUSB	<u>ں</u>
Addresses > Add a new address			Return To Current Addresses
Joe Coyote			E Menu
View Full Site			
erify your address information below and select the address t	ype(s) associated with it on the right.		
n asterisk (*) to the right of a type indicates that another addr	ress is already associated with this type. If you choose this type, you will automati-	cally override the previous address. Any type that is grayed out is for display only o	or is otherwise unavailable for association with an address.
Address Types			
Home HOME			
Mail MAL			
Other OTHER			
Other 2 OTHER 2			
Permanent *PERMANENT			
Diploma DPLOMA			
Work WORK			
Add a nev address			
5500 University Parkway #1 San Berna Tino, CA 92407			
Carbonis Sho, CA S2407			
ate new ac Iress will take effect	12/06/2022	DATE NEW ADDRESS WILL TAKE EFFECT (EXAMP	PLE: 12/31/2000)
			Save
Permanent	* PERMANENT		
🔽 Diploma 🛛	DIPLOMA		
Work WOF	RK		

Successful save acknowledgement

10. Select OK.



11. To return to your Student Center, select **Menu** (upper-right hand corner).

CSUSB	ڻ ا
	Return
	In this section
ОК	Personal Information Addresses Names

12. Select Student Center.

SB		ڻ د
		Return
		🗙 Menu
		myCoyote Home
	In this section	PeopleSoft Home
OK	Personal Information Addresses Names Pref Names Phone Numbers Email Addresses Emergency Contacts Demographic Information Pronouns	Student Center
	Security	