

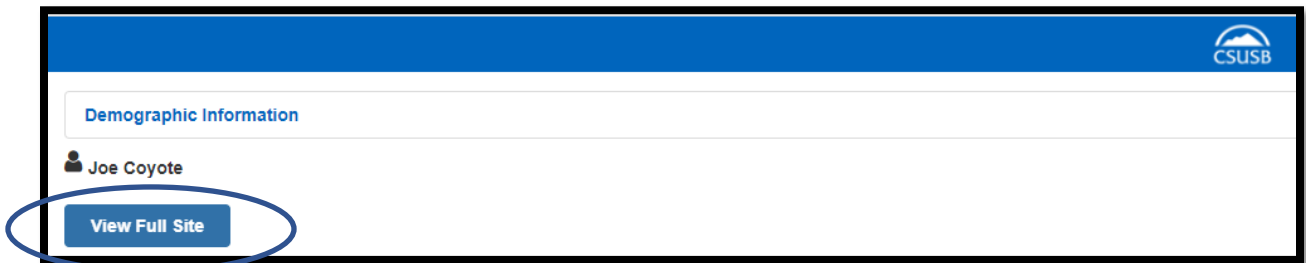
Setting Your Diploma Address

Student Center

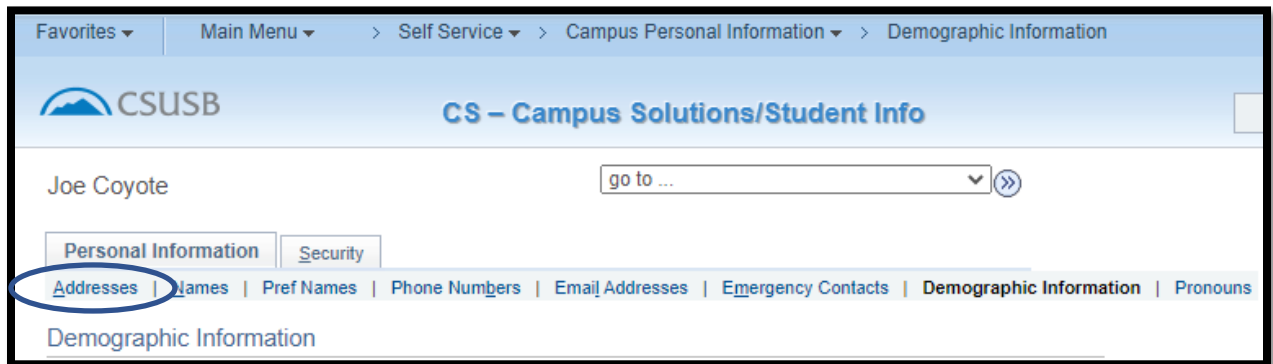
Full Site Version

Students can identify the diploma address for which they wish to have their diploma delivered.

1. From your Student Center, click “View Full Site”.



2. Select “Addresses”.



3. Select "Add a new address".

The screenshot shows the CSUSB Campus Solutions/Student Info interface. The user is logged in as Joe Coyote. The navigation path is: Favorites > Main Menu > Self Service > Campus Personal Information > Demographic Information > Addresses. The page title is "CS - Campus Solutions/Student Info". The user's name "Joe Coyote" is displayed with a "go to ..." dropdown menu. Below the name are tabs for "Personal Information" and "Security". A horizontal menu contains: "Addresses" (selected), "Names", "Pref Names", "Phone Numbers", "Email Addresses", "Emergency Contacts", "Demographic Information", and "Pronouns". The "Addresses" section is titled "Addresses" and contains the text: "View, add, change or delete an address." Below this, there are instructions for "Home" (Physical address, no PO Box allowed) and "Mail" (Update if mailing address differs from physical address. This address is used for mailing purpose including paychecks). A message "(Message: 14100, 327)" is shown above a table of addresses:

Address Type	Address		
Home	5500 University Parkway San Bernardino, CA 92407		
Mail	5500 University Parkway San Bernardino, CA 92407		
Permanent	5500 University San Bernardino, CA 92407		

At the bottom of the page, the "Add a new address" button is circled in blue.

4. Enter diploma address

5. Select "OK".

The screenshot shows the "Edit Address" form in the CSUSB Campus Solutions/Student Info interface. The navigation path is: Favorites > Main Menu > Self Service > Campus Personal Information > Demographic Information > Addresses. The page title is "CS - Campus Solutions/Student Info". The user is logged in as Joe Coyote. The form is titled "Edit Address" and contains the following fields:

- Country: United States (Change Country link)
- Address 1: 5501 University Parkway
- Address 2: (empty)
- Address 3: (empty)
- City: San Bernardino
- State: CA (California search icon)
- Postal: 92399
- County: (empty)

At the bottom of the form, the "OK" button is circled in blue.

6. Check "Diploma" Address Type
7. Select "Save".

Joe Coyote

Addresses

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address	
5501 University Parkway San Bernardino, CA 92399	Edit Address

Address Types	
<input type="checkbox"/> Home	*
<input type="checkbox"/> Mail	*
<input type="checkbox"/> Other	
<input type="checkbox"/> Other 2	
<input type="checkbox"/> Permanent	*
<input checked="" type="checkbox"/> Diploma	*
<input type="checkbox"/> Work	

Date new address will take effect: 03/21/2022 (example: 12/31/2000)

[Save](#)

8. Select "OK".

Add a new address

Save Confirmation

The Save was successful.

[OK](#)

The diploma address can be edited if needed.

Navigation: Favorites ▾ | Main Menu ▾ > Self Service ▾ > Campus Personal Information ▾ > Demographic Information > Addresses

CSUSB **CS – Campus Solutions/Student Info** All

Joe Coyote ▾ ⏏

Personal Information | Security

Addresses | Names | Pref Names | Phone Numbers | Email Addresses | Emergency Contacts | Demographic Information | Pronouns



Addresses

View, add, change or delete an address.

Home: Physical address, no PO Box allowed.

Mail: Update if mailing address differs from physical address. This address is used for mailing purpose including paychecks.

(Message: 14100, 327)

Address Type	Address		
Home	5500 University Parkway San Bernardino, CA 92407		
Mail	5500 University Parkway San Bernardino, CA 92407		
Permanent	5500 University San Bernardino, CA 92407		
Diploma	5500 University Pkwy San Bernardino, CA 92405	