

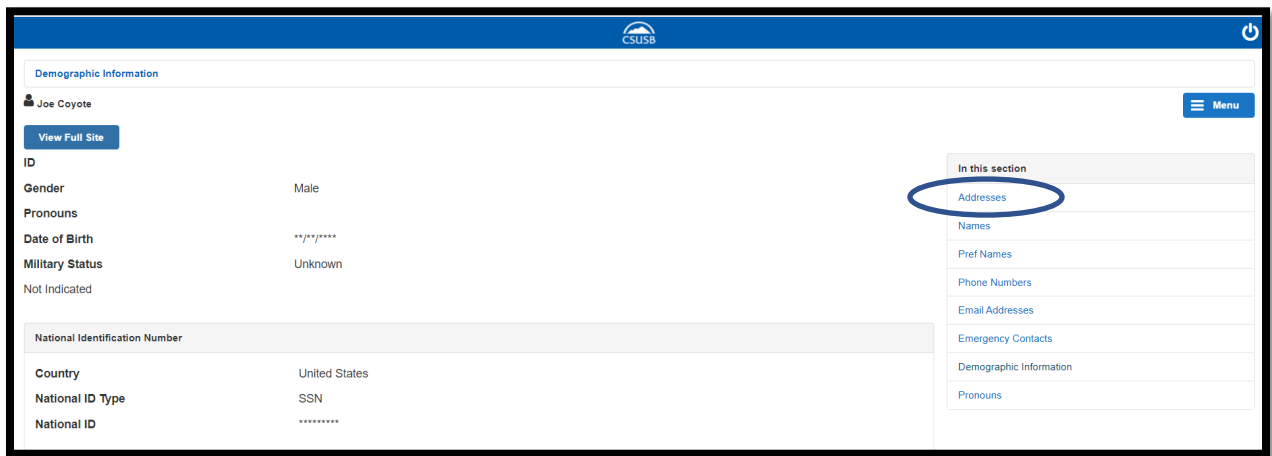
Setting Your Diploma Address

Student Center

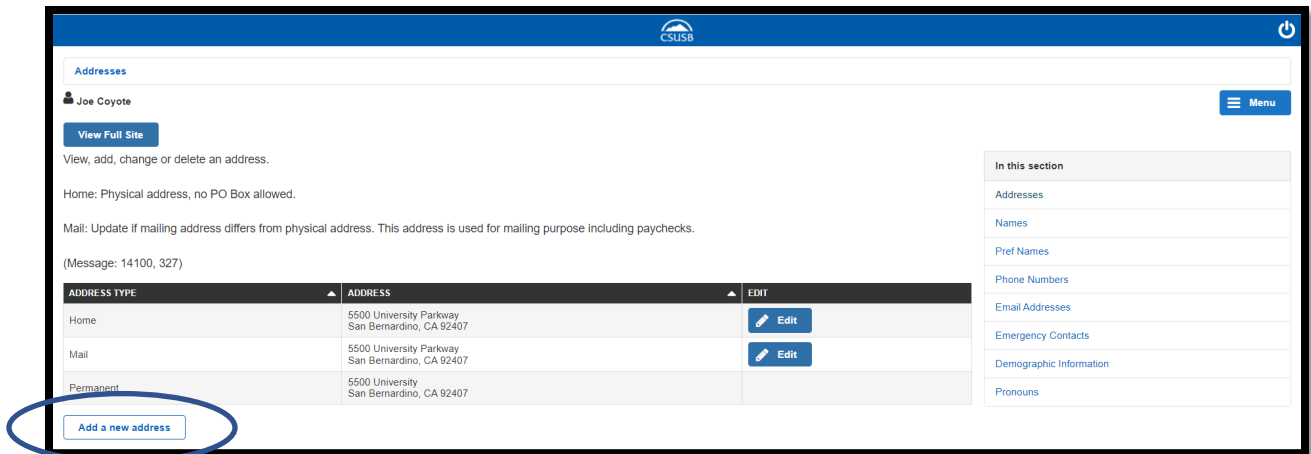
Mobile Version

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

1. Select "Addresses" from the right-hand menu.



2. Select "Add a new address".



3. Enter your diploma address.
4. Select "OK".

The screenshot shows the 'Edit Address' form in the CSUSB system. The form is titled 'Edit Address' and includes a user profile for 'Joe Coyote'. The form fields are: Country (United States), Address 1 (5501 University Parkway), Address 2, Town or City (San Bernardino), State (CA), and Postal (92407). The 'OK' button is circled in blue.

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

The screenshot shows the 'Address Types' selection screen in the CSUSB system. The 'Diploma' checkbox is checked and circled in blue. The 'Save' button is also circled in blue. The screen displays a list of address types: Home, Mail, Other, Other 2, Permanent, Diploma, and Work. Below the list, there is a section for 'Add a new address' with the address details: 5501 University Parkway, San Bernardino, CA 92407. The 'Date new address will take effect' is set to 03/21/2022.

7. Select "OK".
- NOTE: The diploma address has been successfully updated.

The screenshot shows the 'Save Confirmation' screen in the CSUSB system. A green message bar at the top says 'The Save was successful.' The 'OK' button is circled in blue.

The diploma address can be edited if needed.

The screenshot shows a user interface for managing addresses. At the top, there is a blue header with the CSUS logo and a power icon. Below the header, the user's name "Joe Coyote" is displayed. A "View Full Site" button is visible. The main content area contains instructions: "View, add, change or delete an address." and "Home: Physical address, no PO Box allowed." It also includes a note about mailing addresses: "Mail: Update if mailing address differs from physical address. This address is used for mailing purpose including paychecks." and a message ID "(Message: 14100, 327)".

ADDRESS TYPE	ADDRESS	EDIT	DELETE
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		
Diploma	5501 University Parkway San Bernardino, CA 92407	Edit	Delete

At the bottom left, there is a button labeled "Add a new address". On the right side, a sidebar titled "In this section" lists various profile management options: Addresses, Names, Pref Names, Phone Numbers, Email Addresses, Emergency Contacts, Demographic Information, and Pronouns.