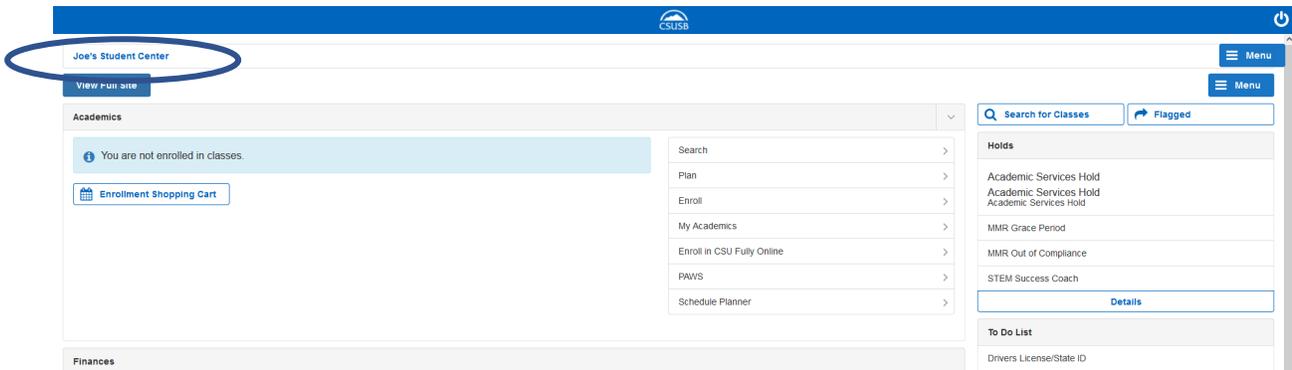


Setting Your Diploma Address

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

1. From **myCoyote**, select **Student Center**.



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

Personal Information

Contact Information

Permanent Address 5500 University
San Bernardino, CA 92407

Mailing Address 5500 University Parkway
San Bernardino, CA 92407

Permanent Phone 909/555-5555

Campus Email coyotej@coyote.csusb.edu

Demographic Data

Emergency Contact

Names

User Preferences

Authorize to Release

4. Select **Addresses**.

Demographic Information

Joe Coyote

View Full Site

ID 000226420

Gender Male

Pronouns

Date of Birth **/**/****

Birth Country

Birth State

Marital Status Unknown

Military Status Not Indicated

In this section

- Addresses**
- Names
- Pref Names
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Demographic Information
- Pronouns

5. Select **Add a new address**.

Addresses

Joe Coyote

View Full Site

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	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**.

Edit Address

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 CALIFORNIA

Postal: 92407

OK

[Cancel](#)

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

Addresses > [Add a new address](#) [Return To Current Addresses](#)

Joe Coyote [Menu](#)

[View Full Site](#)

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.

Address Types

- Home *HOME
- Mail *MAIL
- Other OTHER
- Other 2 OTHER 2
- Permanent *PERMANENT
- Diploma** **DIPLOMA**
- Work WORK

Add a new address

5500 University Parkway #1
San Bernardino, CA 92407

[Edit address](#)

Date new address will take effect: 12/06/2022 DATE NEW ADDRESS WILL TAKE EFFECT (EXAMPLE: 12/31/2000)

Save

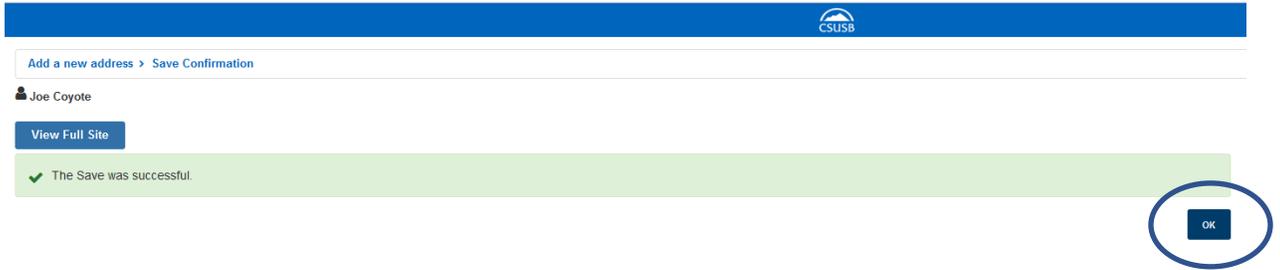
Permanent * PERMANENT

Diploma **DIPLOMA**

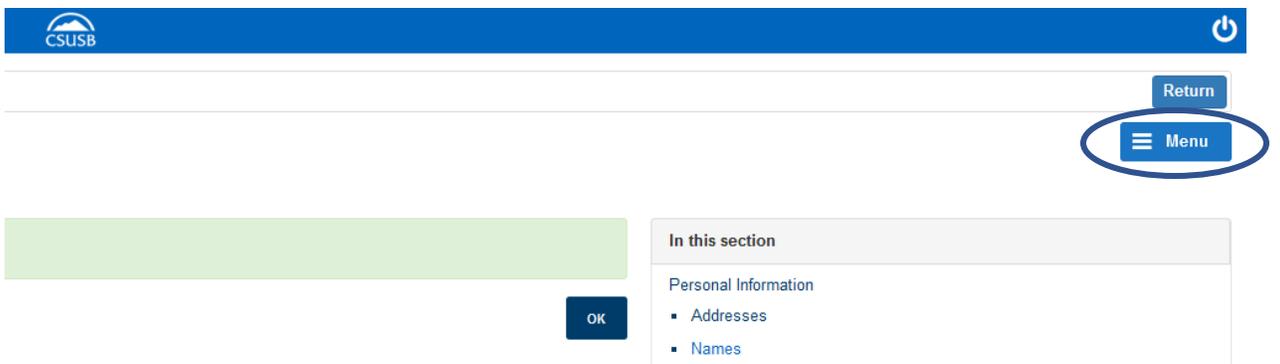
Work **WORK**

Successful save acknowledgement

10. Select **OK**.



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



12. Select **Student Center**.

