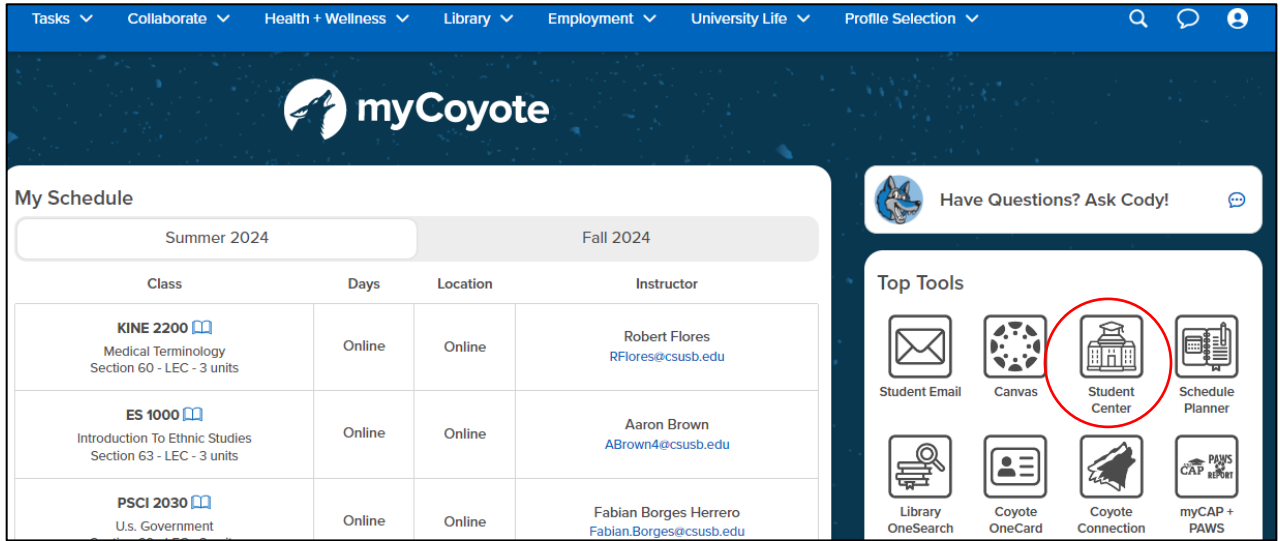


Setting Your Diploma Address

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

Step 1: Access your **myCoyote** page and then select **Student Center**.



The screenshot shows the myCoyote dashboard. At the top, there is a navigation bar with various menu items: Tasks, Collaborate, Health + Wellness, Library, Employment, University Life, and Profile Selection. Below this is the myCoyote logo. The main content area is divided into two sections. On the left, there is a 'My Schedule' section with a dropdown menu for 'Summer 2024' and 'Fall 2024'. Below this is a table with columns for Class, Days, Location, and Instructor. The table lists three classes: KINE 2200 (Medical Terminology), ES 1000 (Introduction To Ethnic Studies), and PSCI 2030 (U.S. Government). On the right, there is a 'Have Questions? Ask Cody!' section and a 'Top Tools' section. The 'Top Tools' section contains several icons: Student Email, Canvas, Student Center (circled in red), Schedule Planner, Library OneSearch, Coyote OneCard, Coyote Connection, and myCAP + PAWS.

Step 2: Scroll down to the **Personal Information** portion and select the gray dropdown menu. Once there, please select the **Addresses** button.



The screenshot shows the 'Personal Information' section of the myCoyote dashboard. It features a table with four rows and two columns. The first row is 'Addresses', the second is 'Email Addresses', the third is 'Privacy Settings', the fourth is 'Dependents', the fifth is 'Phone Numbers', and the sixth is 'Pronouns'. The 'Addresses' button is circled in red. In the top right corner of the section, there is a gray dropdown menu with an upward-pointing arrow, also circled in red.

Step 3: Select "Add a new address".

ADDRESS TYPE ▲

Home

Mail

Permanent

Add a new address

Step 4: Enter diploma address and select “OK”.

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

CSUSB CS – Campus Solutions/Student Info All ▾

Edit Address

Country United States [Change Country](#)

Address 1 5501 University Parkway

Address 2

Address 3

City San Bernardino

State CA [California](#)

Postal 92399

County

OK Cancel

Step 5: Check "Diploma" Address Type and 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

- Home *
- Mail *
- Other
- Other 2
- Permanent *
- Diploma** *
- Work

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

[Save](#)

The diploma address can be edited if needed.

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 Plkwy San Bernardino, CA 92405		