



How to Update Diploma Address and Email Address

As a degree candidate, it is important to have a current diploma mailing and email address on file. The diploma mailing address will be used if we need to mail your diploma and the diploma email address will be used if we need to contact you, post-graduation. Please take a quick minute to review this information in OPUS. Here's how:

To update or create a diploma address please follow the steps below in self-service:

- Login to OPUS.
- In the Personal Information section use the dropdown list and select "Addresses".
- Choose the Diploma address type, if it already exists, and edit address if necessary, click OK and then click Save.
- If creating a new Diploma address for the first time click on "Add A New Address", enter address information and click OK, select the "Diploma" option under Address Type and click Save.

To update or create a diploma email please follow the steps below in self-service:

- Login to OPUS.
- In the Personal Information section use the dropdown list and select "Email Addresses".
- Update the email address listed as Diploma type, if it already exists, and click Save then OK to save changes.
- If creating a new Diploma email address for the first time click on "Add An Email Address" and choose "Diploma" under the Email Type heading, then type in the desired email address, click save, and then click OK to save changes.