



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.
- Click on the Profile tile and select "Addresses".
- If editing the diploma mailing address, click on the address to update and Save.
- If creating a new diploma address for the first time click on the plus sign under diploma address section, enter address information and Save.

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

- Login to OPUS.
- Click on the Profile tile and select "Email and Phone Numbers".
- If editing the email address, click on the email to update and Save.
- If creating a new email address, click the plus sign and select Diploma as type, enter your email information and Save.