Changing Address for Diploma

In Uaccess Student center go to Personal Information (Bottom Left of screen)

You should see “other personal ▼”( >>) with a pulldown menu

Click the pulldown menu (▼) and choose addresses then click( >>)

Click green box that says ADD A NEW ADDRESS

Enter the appropriate address where you want the diploma to be sent.

Once it is all entered click the yellow OK button

Once you click the yellow OK button a screen will pop up in the center of the screen bringing up a list of Address types to choose from

In that box which has options of Permanent, Mail, Billing, UA Street Addr, Intl-Home, Diploma, ISIR, Home 🡪 you want to CLICK ON CHECKBOX NEXT TO Diploma.

Then Click the Green SAVE button

Your diploma will be sent to this diploma address which is now on record and will not affect your permanent or mailing address already on file.