
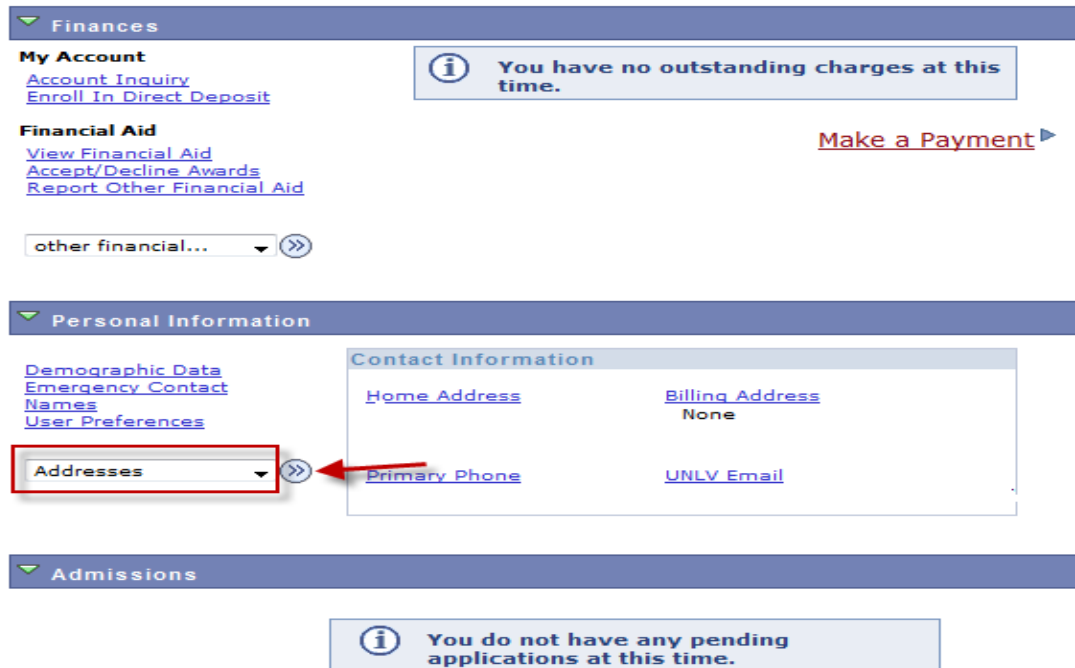


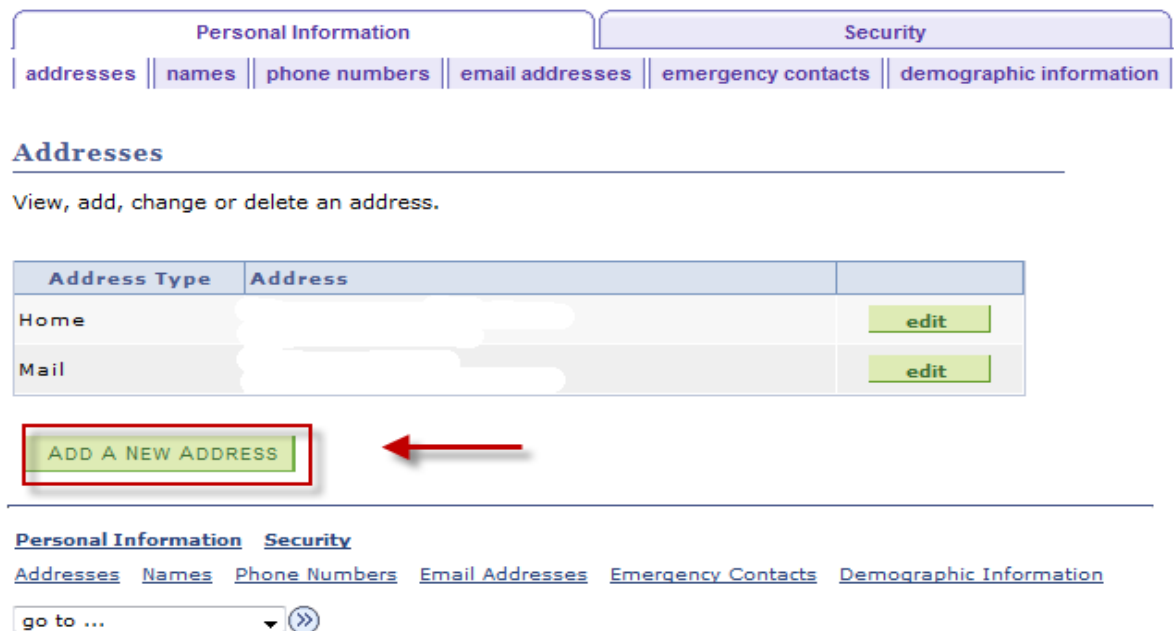
Instructions for Entering a Degree (Diploma) Address in MyUNLV

- 1) Go to the MyUNLV Student Center, select the addresses value from the drop down menu and click on the double chevron icon 



The screenshot shows the MyUNLV Student Center navigation menu. The 'Finances' section is expanded, showing 'My Account' and 'Financial Aid' options. A message box states 'You have no outstanding charges at this time.' Below this, there is a dropdown menu with 'other financial...' selected and a double chevron icon. The 'Personal Information' section is also expanded, showing 'Demographic Data', 'Emergency Contact', 'Names', and 'User Preferences'. A dropdown menu with 'Addresses' selected is highlighted with a red box, and a red arrow points to the double chevron icon next to it. The 'Contact Information' section is visible, showing 'Home Address', 'Billing Address', 'Primary Phone', and 'UNLV Email'. The 'Admissions' section is expanded, showing a message box: 'You do not have any pending applications at this time.'

- 2) Select "add a new address"



The screenshot shows the 'Addresses' page in the MyUNLV Student Center. The page has two tabs: 'Personal Information' and 'Security'. The 'Personal Information' tab is active, and the 'addresses' link is selected. Below the tabs, there is a navigation bar with links for 'addresses', 'names', 'phone numbers', 'email addresses', 'emergency contacts', and 'demographic information'. The 'Addresses' section is titled 'Addresses' and has a subtitle 'View, add, change or delete an address.' Below this, there is a table with two columns: 'Address Type' and 'Address'. The table has two rows: 'Home' and 'Mail'. Each row has an 'edit' button. Below the table, there is a green button labeled 'ADD A NEW ADDRESS' highlighted with a red box, and a red arrow points to it. At the bottom of the page, there is a navigation bar with links for 'Personal Information' and 'Security'. The 'Addresses' link is selected. Below the navigation bar, there is a dropdown menu with 'go to ...' selected and a double chevron icon.

Address Type	Address	
Home		edit
Mail		edit

3) Enter the diploma address information and click ok

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: **State:** Nevada **Postal:**

County:

4) Select the diploma check box and click save

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		Address Types	
1234 Sample Address Las Vegas, NV 89135		<input type="checkbox"/> Home *	
		<input type="checkbox"/> Mail *	
		<input type="checkbox"/> Business	
		<input type="checkbox"/> Check	
		<input type="checkbox"/> Billing	
		<input type="checkbox"/> Other 2	
		<input type="checkbox"/> Permanent	
		<input type="checkbox"/> Diploma	←
		<input type="checkbox"/> Local	

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

[Return to Current Addresses](#)