Find …

1. Log into UR Student using your AD Account Name and password
2. Click the Profile (picture or cloud) icon at the top right of the screen and click on View Profile to access your student profile.
3. From the Profile page select Contact from the left (blue) menu
4. To add a new address, click on the Edit button

Cont. …

5. Scroll down to the bottom of your current Home address data and select Add
6. Enter your address details, being careful to **LEAVE THE EFFECTIVE DATE ALONE!** Be sure to select **Diploma Address** as the Usage for this address so we know this is where you want your diploma mailed! Click **Submit** when you have entered the full address and selected the Diploma Address usage.

Tip: Please do **NOT** use a University of Rochester CMC Box as your diploma will be mailed after you leave! Please review the address after you enter it to be sure your diploma will be mailed to the correct postal address!