

ADDING DIPLOMA MAILING ADDRESS:

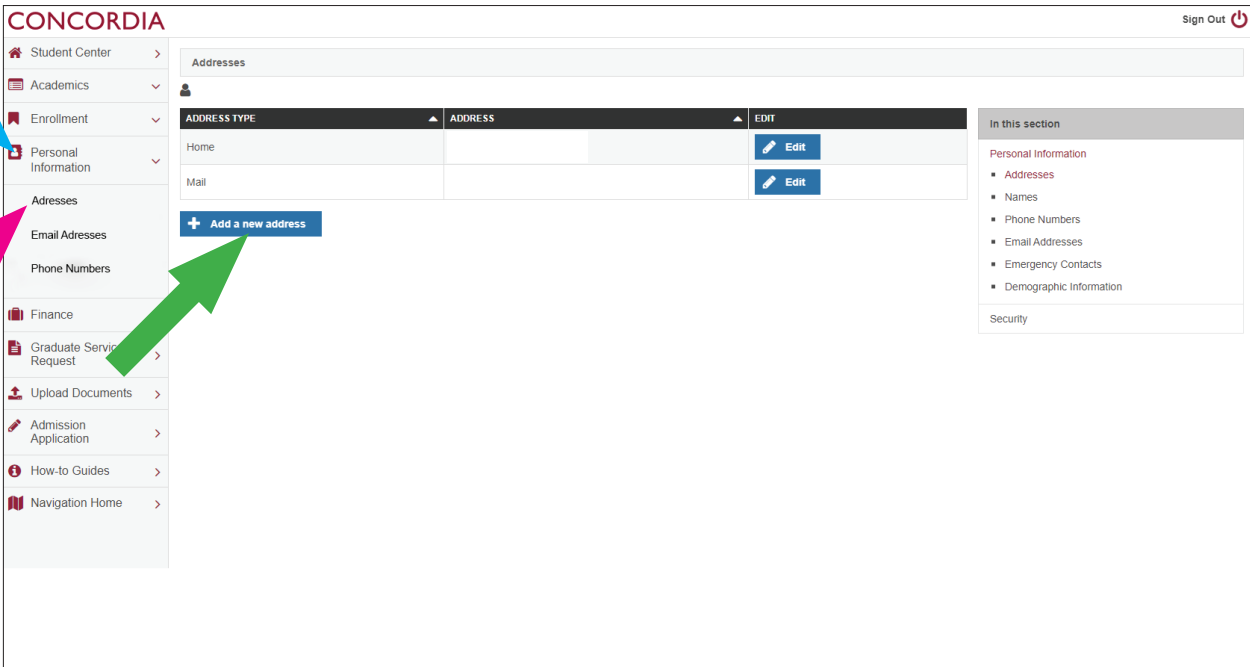
Step 1:

Once logged into MyConcordia, click on:

1. Personal Information

2. Addresses

3. Add New Address



The screenshot shows the 'CONCORDIA' user interface. On the left is a navigation menu with items: Student Center, Academics, Enrollment, Personal Information, Addresses, Email Addresses, Phone Numbers, Finance, Graduate Service Request, Upload Documents, Admission Application, How-to Guides, and Navigation Home. A blue arrow points to 'Personal Information' and a pink arrow points to 'Addresses'. The main content area is titled 'Addresses' and contains a table with columns 'ADDRESS TYPE', 'ADDRESS', and 'EDIT'. The table lists 'Home' and 'Mail' addresses, each with an 'Edit' button. Below the table is a blue button labeled '+ Add a new address', which is pointed to by a green arrow. On the right side, there is a 'Sign Out' button and a 'In this section' sidebar listing: Personal Information, Addresses, Names, Phone Numbers, Email Addresses, Emergency Contacts, Demographic Information, and Security.

Step 2:

Enter the new information in the address field. Click **OK**.

IMPORTANT:

- Be certain to include apartment number (if applicable)
- If sending to someone else's address, be sure to include the recipient's name in one of the address fields (ex: ATTN: Jane Doe)

The screenshot shows the 'Edit Address' page in the Concordia system. The page has a navigation menu on the left with options like Student Center, Academics, Enrollment, Personal Information, Finance, Graduate Service Request, Upload Documents, Admission Application, How-to Guides, and Navigation Home. The main content area is titled 'Edit Address' and includes a 'Return' button. The form fields are as follows:

Field	Value
Country	Canada
Address 1	123 Test Street
Address 2	Apt 001
Address 3	ATTN: Jane Doe
Address 4	Canada
City	Montreal
Province	QC
Postal	H3G 1M8

At the bottom right of the form, there are two buttons: 'OK' and 'Cancel'. A large green arrow points from the right side of the form towards the 'OK' button.

Step 3:

Select **Diploma Mailing** under Address Type. Click **Save** to complete the process.

CONCORDIA Sign Out

Addresses > Add a new address Return To Current Addresses

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.

Address Types

- Home
- Mail
- Diploma Mailing**

Add a new address

123 Test Street
Apt 001
ATTN: Jane Doe
Canada
Montreal QC H3G 1M8

[Edit Address](#)

Date new address will take effect: DATE NEW ADDRESS WILL TAKE EFFECT (EXAMPLE: 12/31/2000)

Save

The Save was successful.