

Entering your diploma mailing address in Workday:

Login to Workday and select **Contact** from the left navigation panel.

Review your existing addresses. If you want your diploma mailed to one of these addresses:

1. Select the **Edit** Button on the top of the page
2. Choose **Change Home Contact Information**

The screenshot shows the Workday interface for a student profile. On the left is a teal navigation sidebar with icons for Summary, Personal, Contact, Academics, Financial Aid, History, Action Items and Holds, and Portfolio. The main content area has a top navigation bar with 'Contact', 'Friends and Family', 'Current On-Campus Housing', and 'Social'. Below this is an 'Edit' button with a dropdown menu that is open, showing 'Change Home Contact Information' (highlighted in blue) and 'Edit Student Contact Information (Do Not Use)'. Below the menu is a table for email addresses:

Email Address	Usage
✉ teststudent@cca.edu	Institutional (Primary)

Below the email table is a section titled 'Home Contact Information' with a sub-header 'Addresses 3 items'. It contains a table with the following data:

Address	Usage
123 Beautiful Way Sacramento, CA 95819-3148 United States of America	Home (Primary)
1111 48th St Oakland, CA 94608 United States of America	Home
	Local

You're then brought to the *Change Home Contact Information* screen

3. For the address you want your diploma mailed to, click on the **pencil** on the top right of that box:

Change Home Contact Information

Address

Primary

Yes added



Address
123 Beautiful Way, Sacramento, CA 95819-3148


Usage
(empty)

Visibility
Private


4. At the bottom of the screen, click in the **Usage** box. Choose **Diploma Mailing**
5. Click on the **✓** (check mark) on the top right of the screen to save your changes
6. Click on the **Submit** button on the bottom left of the screen to finalize your entry

Address

Address
123 Beautiful Way, Sacramento, CA 95819-3148  

Effective Date
04 / 09 / 2020 


Primary

Country *
X United States of America 

Address Line 1 *
123 Beautiful Way


Address Line 2

City *
Sacramento

State *
X California 

Postal Code *
95819-3148

County

Usage
X Diploma Mailing 

Visibility *
Private

> **Details**

If you need to enter a new address that you want your diploma mailed to:

Click the **Add button** at the bottom of the Address section on the *Change Home Contact Information* screen.

Complete the required address fields

Repeat **steps 4-6**.