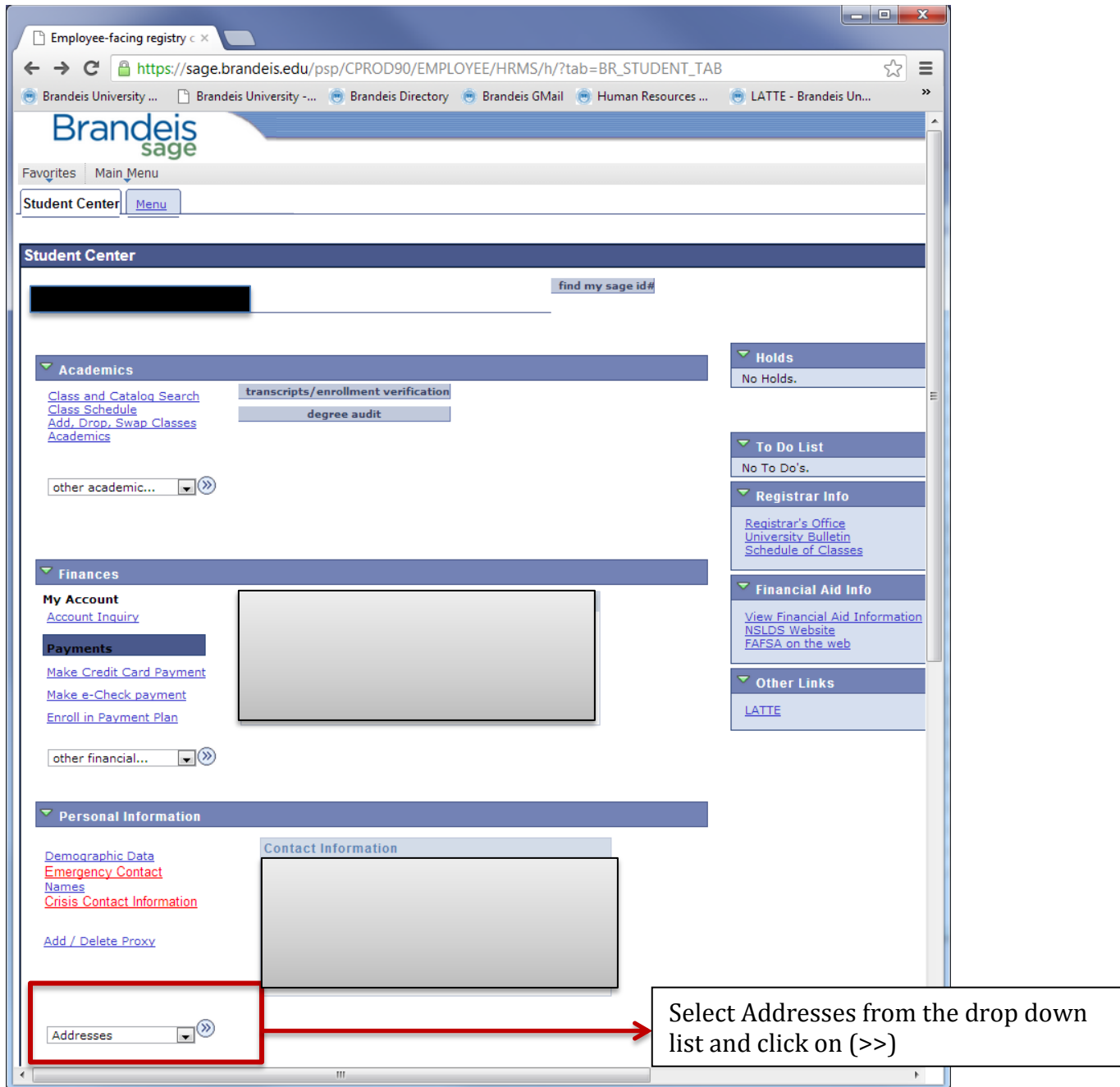


# Diploma Mailing Address

**Please note: Diplomas for May are given out at Commencement. The diploma mailing address would be used if a May degree recipient was unable to attend Commencement.**

Please log into your [sage account](#) and check your list of **Address types**.



The screenshot displays the Sage Student Center interface. The browser address bar shows the URL: [https://sage.brandeis.edu/psp/CPROD90/EMPLOYEE/HRMS/h/?tab=BR\\_STUDENT\\_TAB](https://sage.brandeis.edu/psp/CPROD90/EMPLOYEE/HRMS/h/?tab=BR_STUDENT_TAB). The page title is "Employee-facing registry". The interface includes a navigation bar with "Student Center" and "Menu" buttons. The main content area is titled "Student Center" and features a search bar with the text "find my sage id#". Below the search bar, there are several sections: "Academics" with links for "Class and Catalog Search", "Class Schedule", "Add, Drop, Swap Classes", and "Academics"; "Finances" with "My Account" and "Payments" sections; and "Personal Information" with "Demographic Data", "Emergency Contact", "Names", "Crisis Contact Information", and "Add / Delete Proxy" links. On the right side, there are sections for "Holds", "To Do List", "Registrar Info", "Financial Aid Info", and "Other Links". At the bottom left, a dropdown menu labeled "Addresses" is highlighted with a red box. A red arrow points from this dropdown to a callout box on the right that contains the text: "Select Addresses from the drop down list and click on (>>)".

If you currently have a Degree address listed, check it carefully to see if this is the address to where you want your diploma mailed. If it is not, you must edit this address (click on edit button) to assure that your diploma will be mailed to the desired address. Be sure to 'save' any change you make.

The screenshot shows a web browser window displaying the 'Addresses' page for Yanlin Han in the Sage HRMS system. The page is titled 'Addresses' and includes a navigation menu with options like 'Personal Information' and 'Security'. Below the navigation, there is a section for 'Addresses' with a table listing various address types. The 'MailBoxStp' address type is highlighted with a red box, and its corresponding 'edit' button is also highlighted with a red box. The table lists the following address types and their corresponding 'edit' buttons:

Address Type	edit
Permanent	edit
MailBoxStp	edit
Degree	edit
SEVIS Locl	edit
SEVIS Intl	edit

The 'SEVIS Intl' address type is further detailed with the address: Shandong Jinan SOUTH SHANDA ROAD NO.63. Below the table, there is a button labeled 'Add A New Address'.

**If you do not have a Degree address listed, then carefully check your Permanent address.** If your Permanent address identifies the address to where you want your diploma mailed then you are all set.

However, if the Permanent address is not the address where you would like your diploma mailed to, you can either add a Degree address type or change your Permanent address. Page down for instructions.

The screenshot shows a web browser window displaying the Brandeis Sage self-service portal. The user is logged in as Yanlin Han. The page is titled 'Addresses' and provides instructions to 'View, add, change or delete an address.' A table lists various address types, with 'Permanent' highlighted by a red box. Each type has an 'edit' button. Below the table is a button to 'Add A New Address'. At the bottom, there are navigation links for 'Personal Information' and 'Security', and a search bar.

Address Type	Address	
Permanent		<a href="#">edit</a>
MailBoxStp		
Degree		<a href="#">edit</a>
SEVIS Locl		<a href="#">edit</a>
SEVIS Intl		<a href="#">edit</a>

## To Add a Degree Address:

Click on Add A New Address button:

The screenshot shows a web browser window displaying the Brandeis Sage HRMS system. The user is logged in as Yanlin Han. The page is titled 'Addresses' and contains a navigation menu with options like 'Personal Information' and 'Security'. Below the navigation, there is a table of addresses with columns for 'Address Type' and 'Address'. The table lists four address types: Permanent, MailBoxStp, SEVIS Locl, and SEVIS Intl, each with an 'edit' button. A red box highlights the 'Add A New Address' button located below the table. At the bottom of the page, there are links for 'Personal Information' and 'Security', and a 'go to ...' dropdown menu.

Address Type	Address	
Permanent		<a href="#">edit</a>
MailBoxStp		
SEVIS Locl		<a href="#">edit</a>
SEVIS Intl		<a href="#">edit</a>

[Add A New Address](#)

[Personal Information](#) [Security](#)

[Sage Id](#) [Addresses](#) [Names](#) [Phone Numbers](#) [Email Addresses](#) [Emergency Contacts](#) [Demographic Information](#) [Crisis Contact Info](#) [Add Or Delete Proxy](#)

go to ...

## Enter your address and click OK

The screenshot shows a web browser window with the URL [https://sage.brandeis.edu/psp/CPROD90\\_2/EMPLOYEE/HRMS/c/SA\\_LEARNER\\_SERVICES.SSS\\_STUDENT\\_CENTER.GBL](https://sage.brandeis.edu/psp/CPROD90_2/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL). The page title is "Edit Address". The form contains the following fields:

- Country: United States (with a [Change Country](#) link)
- Address 1: 123 Main Street
- Address 2: (empty)
- Address 3: (empty)
- City: Waltham State: MA (with a search icon and "Massachusetts" text) Postal: 02453
- County: (empty)

At the bottom of the form are two buttons: "OK" and "Cancel".

Select Degree as an address type and Save.

The screenshot shows the "Add a new address" page in the Brandeis Sage system. The page title is "Add a new address". The form contains the following fields:

- Address: 123 Main Street Waltham, MA 02453 (with an [Edit Address](#) link)
- Date new address will take effect: 10/05/2012 (with a calendar icon and "(example: 12/31/2000)" text)

At the bottom of the form is a "SAVE" button and a [Return to Current Addresses](#) link.

On the right side of the page is a section titled "Address Types" with a list of address types and their associated asterisks:

Address Type	Asterisk
<input type="checkbox"/> Permanent	*
<input type="checkbox"/> Mail	
<input type="checkbox"/> Business	
<input type="checkbox"/> MailBoxStp	*
<input type="checkbox"/> Billing	
<input type="checkbox"/> NonCustBill	
<input checked="" type="checkbox"/> Degree	
<input type="checkbox"/> LocNonCamp	
<input type="checkbox"/> OffCampStd	
<input type="checkbox"/> SEVIS Locl	*
<input type="checkbox"/> SEVIS Intl	*

The "Degree" option is highlighted with a red box.

## Changing your Permanent Address:

### Click Edit on the Permanent Address Line

The screenshot shows a web browser window with the URL [https://sage.brandeis.edu/psp/CPROD90\\_2/EMPLOYEE/HRMS/c/SA\\_LEARNER\\_SERVICES.SSS\\_STUDENT\\_CENTER.GBL](https://sage.brandeis.edu/psp/CPROD90_2/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL). The page title is "Addresses" and it is part of the "Campus Personal Information" section. The navigation menu includes "Home", "Add to Favorites", and "Sign out".

The main content area is titled "Addresses" and contains the instruction: "View, add, change or delete an address." Below this is a table with the following structure:

Address Type	Address	
Permanent	[Redacted]	<a href="#">edit</a>
MailBoxStp	[Redacted]	
SEVIS Locl	[Redacted]	<a href="#">edit</a>
SEVIS Intl	[Redacted]	<a href="#">edit</a>

Below the table is a green button labeled "Add A New Address". At the bottom of the page, there are navigation links for "Personal Information" and "Security", and a "go to ..." search box.

Edit your address and save.

Addresses

https://sage.brandeis.edu/psp/CPROD90\_2/EMPLOYEE/HRMS/c/SA\_LEARNER\_SERVICES.SSS\_STUDENT\_CENTER.GBL

Brandeis University ... Brandeis University ... Brandeis Directory Brandeis Gmail Human Resources ... LATTE - Brandeis Un...

Brandeis sage

Home Add to Favorites Sign out

Favorites Main Menu > Self Service > Campus Personal Information > Addresses

### Edit Address

Country: United States [Change Country](#)

Address 1: 123 Main Street

Address 2:

Address 3:

City: Waltham State: MA Massachusetts Postal: 02453

County:

OK Cancel

javascript:Action\_win2(document.win2,'DERIVED\_ADDRES...')

Addresses

https://sage.brandeis.edu/psp/CPROD90\_2/EMPLOYEE/HRMS/c/SA\_LEARNER\_SERVICES.

Brandeis University ... Brandeis University ... Brandeis Directory Brandeis Gmail Human Resources ...

Brandeis sage

Home Add to Favorites Sign out

Favorites Main Menu > Self Service > Campus Personal Information > Addresses

### Change 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.

#### Change Address

[Edit Address](#)

Date changes will take effect 10/05/2012 (example: 12/31/2000)

SAVE

[Return to Current Addresses](#)

#### Address Types

- Permanent
- Mail
- Business
- MailBoxStp \*
- Billing
- NonCustBil
- Degree
- LocNonCamp
- OffCampStd
- SEVIS Locl \*
- SEVIS Intl \*

javascript:hAction\_win2(document.win2,'DERIVED\_ADDR\_UPDATE\_ADDRESS', 0, 0, 'Edit Address', false, true);