# EMORY | COLLEGE OF ARTS AND SCIENCES

**Diploma Name, Mailing Address, Email Address, & Phone Number**

Updating each of these is important to ensure that your diploma is printed accurately, mailed to the correct address, and that we have contact information to reach you after graduation if the need arises.

Follow these steps to update your information:

1. Log into OPUS and navigate to the **Graduation and Commencement** tile.
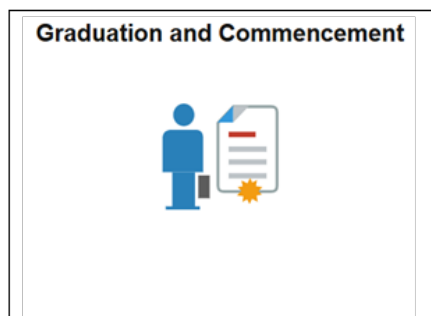
2. On the left Navigation Bar, click **Preparing for Graduation** and review the listed information.
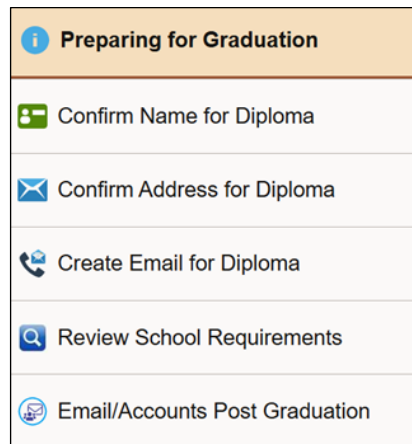
3. On the left Navigation bar, click **Confirm Name for Diploma**, then the **+** icon to add a **Degree Name**. You are able to designate a preferred **First Name** and add a Middle Name to be printed on your diploma. Please note that a Middle Name is not required.

If you need to change your legal Last Name, visit this website for more details.

Preparing for Graduation

- Confirm Name for Diploma
- Confirm Address for Diploma
- Create Email for Diploma
- Review School Requirements
- Email/Accounts Post Graduation

Names

Name	Type	
Bethany Doyle	Primary	>
Bethany Doyle	Designated	>

Add Name

Type	Degree
Prefix	
*First Name	Bethany
Middle Name	
Last Name	Doyle
Suffix	

Once you click **Save**, you will see a third name type appear: **Degree**.

Names

Name	Type	
Bethany Doyle	Primary	>
Bethany Doyle	Designated	>
Bethany Doyle	Degree	>

4. On the left Navigation Bar, click **Confirm Address for Diploma**. Scroll down to the **Diploma Address** heading and click Add Diploma Address.

5. On the left Navigation Bar, click **Create Email for Diploma.** You will add **both** an **email address** and a **phone number** in this section.

Please reach out to diploma@emory.edu with questions!