Verify/Add Diploma Mailing Address in Trailhead

- Log into Trailhead
- Click on Self Service
- Click on Personal Information
- Click on View Addresses and Phones
- Update Addresses and Phones (bottom of page)
- Select Diploma Mailing Address from drop down menu
- Enter address

Do not enter an end date on the Diploma Mailing Address. Leave the "To Date" field blank.