How to Enter
“Transcript/Diploma/Certificate Mailing” Address in Python
Python Home Page

• Visit https://ems.nps.edu/app/python/root.asp
• Log into Python
• Click on “My Profile” (left side menu)
Family Members and Misc. Info Tab

- Click on “Family Members and Misc. Info” (top right of page)
Add Address

- Click on “Add Address”
Transcript/Diploma/Certificate Mailing Address

• Select “Transcript/Diploma/Certificate Mailing” from drop-down menu
Example

Enter fields and click "Submit"
Refresh Family Members and Misc. Info Page

- Click **"Refresh"** to ensure changes were saved.

### Misc. Info

<table>
<thead>
<tr>
<th>Type</th>
<th>Military Housing Area</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Residence</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Home (Monterey) (Recall)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Home (After Grad)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Dependent</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Work (After Grad)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Transcript/Diploma/Certificate Mailing</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>DL - Work</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>DL - Home</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Note:** While assigned as a student at NPS, please add an address of type "Home (Monterey) (Recall)" which is used for Emergency Recall.
Additional Info

• If no “Transcript/Diploma/Certificate Mailing” Address is provided, your documents will be held at the Registrar’s Office until you contact us via email Registrar@nps.edu.

• If you need to update your address later, you will have Python access for at least 30-days after you depart NPS.

• Diplomas, Academic Certificates, and Official Transcripts will be finalized in Python and mailed to you approximately 90-days after graduation.

• Requests for Official Transcripts: visit this link Parchment Exchange and register to begin placing your transcript requests.

  Note: Transcripts ordered sooner than 90-days after graduation may not contain the most up to date degree, thesis, or grade information.