

How to update Student information in your Parchment Account:

Update email address

To change your email address, go to the [Update email address page](#).

Change name, date of birth, or contact information

- If a name is changed here (due to a typo or incorrect name included), you will also need to follow the steps below that outline adding an alternative name while attending (or name while enrolled). This will ensure that the school will see the correct name on the order.
1. Click **Profile > Account Settings**.
 2. Make the applicable changes and click **Save Settings**.

Change graduation/leave year

1. Click **Profile > Account Settings > Transcripts**.
2. Under **Class of**, select the correct year in the drop-down menu.
3. Click **Save settings**.

Change 'name while enrolled' (to your maiden name, for example)

If your name was different when you were enrolled in the school, you need to enter what your name was to help your school find your transcript.

1. Click **Profile > Account Settings > Transcripts**.
2. Click **I would like to add a maiden name or variation to help match the credential I'm ordering**.
3. Enter what your first and last name were when you were enrolled.

Click **Save Settings**.