

To Correct Your Email on Your Parchment Account.

1. Please log into your Parchment account.
2. Correct your primary email address to your own. By selecting profile, account settings, account, and add another email address.

The screenshot shows the Parchment account settings page. The URL is <https://www.parchment.com/u/user/preferences/account>. The navigation bar includes **Account**, **Transcripts**, **Recruit**, and **View My Privacy Settings**. The **Account** tab is selected. The **PROFILE** dropdown menu is open, showing **Account Settings** and **Sign Out**. The **Account Settings** option is circled in red. The **Primary Email Account *** field is empty. The **Secondary Email Addresses Associated With This Account** section has a link **Add another email address to this account** circled in red. The **Your Information** section includes fields for **First Name ***, **Middle Name**, **Last Name ***, **Date of Birth ***, and **Highest Level of Education ***. A **SAVE SETTINGS** button is at the bottom.

3. Once your email address has been confirmed click on Make Primary to change your email address to primary.

The screenshot shows the Parchment account settings page after a new email address has been added. A confirmation message is displayed: **Your Email Address Has Been Confirmed**. The message states: "You can add additional email addresses to this account using the button below. If you would like to make this the primary contact address or delete one of your email addresses on file, you may do so." Below the message is a table with one row containing a new email address. The **MAKE PRIMARY** button is circled in red. The **Primary Email Account *** field is empty. The **Your Information** section includes fields for **First Name ***, **Middle Name**, **Last Name ***, **Date of Birth ***, and **Highest Level of Education ***. A **SAVE SETTINGS** button is at the bottom.