

Please follow the instructions below to correct your date of birth in your Parchment account and submit a new request.

1. Please log into your Parchment account (www.parchment.com).
2. Select profile and account settings.

The screenshot shows the Parchment user interface. At the top, there is a navigation bar with the Parchment logo on the left and three menu items: DASHBOARD, ORDERS, and PROFILE. The PROFILE menu is highlighted with a red circle, and a red arrow points to it. A dropdown menu is open under PROFILE, showing 'Account Settings' (circled in red) and 'Sign Out'. A second red arrow points to 'Account Settings'. Below the navigation bar, there is a user profile section with a 'GA' logo, 'Edit Profile', and 'Edit Profile Picture' links. Below this, it says 'Your Schools / Organizations:' followed by 'Forsyth County Schools Alumni' and 'Cumming, GA'. A dark blue bar contains 'Enrollment Info'. Below this, a message reads: 'You can now get your credentials! Here is what is waiting for you at this organization.' There are six document ordering cards arranged in a 2x3 grid. The first card is 'Order Your Immunization Record' with an 'OTHER' icon and a green 'Order' button. The second card is 'Order Your Other Document' with an 'OTHER' icon and a green 'Order' button. The third card is 'Your Transcript' with a transcript icon and a blue 'Order' button. The fourth card is 'Order Your Demographics Page' with an 'OTHER' icon and a green 'Order' button. The fifth card is 'Order Your Elementary Transcript/Report C...' with a 'TRANSCRIPT' icon and a green 'Order' button. The sixth card is 'Order Your Middle School Transcript' with a 'TRANSCRIPT' icon and a green 'Order' button.

3. Correct your name and click save settings.

parchment.com/u/user/preferences/account

parchment DASHBOARD ORDERS PROFILE

Account Transcripts Recruit View My Privacy Settings

Login Information *Required Field

Username * Must be alphanumeric (A-Z & 0-9 only)

Your username will be visible on Parchment. For your privacy please DO NOT use your real name.

Primary Email Account *

Secondary Email Addresses Associated With This Account

[Add another email address to this account](#)

[Change your Password](#)

Your Information *Required Field

First Name * Middle Name Last Name *

Date of Birth *

Highest Level of Education *

4. Please submit a new request for your records.