Changing the Email Address associated with your Parchment Account

> If you don't do this prior to graduation, you will need to contact Parchment Tech Support at https://www.parchment.com/contact-us/ to gain access to your account.

- Go to https://www.parchment.com/ and "Sign In" as a "Learner".
  - Login initially with your school district email address and the password you created when you first setup your parchment account. If you don't remember your password, use the "Forgot your password?" option along with your school district email address to reset your password.

- In the upper right corner choose **Profile – Account Settings**

  - Choose "**Add another email address to this account**" – enter a personal email address (something other than your RLHS school email address)

    - You will get this message. You will need to open that email and use the confirmation code contained in it – enter it here and "Confirm"

      We just sent you a confirmation email.
      We need you to verify the following email address: bill@email.com
      Please check your email for a verification code and enter it in below.
      Don't forget to look in your spam folder if you don't see our message.

      CONFIRM   CANCEL

    - Once confirmed, choose "Make Primary" for your personal email address

      Your Email Address Has Been Confirmed
      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.

      MAKE PRIMARY   DELETE

    - (optional) You may then "Delete" your school email address