



East High School Student Services

Parchment Support

If you need to make a correction to your name on your Parchment account, you will need to:

- Update your name registered with Parchment
AND
- Update your name when enrolled at East High School

To Edit Your Name or Correct Date of Birth on Parchment Account:

1. Sign in to your **Parchment** account.
2. Click **Profile** in the upper right corner.
3. Select **Account Settings** from the drop-down menu.
4. Make the applicable changes and click **Save Settings**.

To Edit Your Name From When You Were Enrolled At East High School:

1. Sign in to your **Parchment** account.
2. Click **Profile** in the upper right corner.
3. Select **Account Settings** from the drop-down menu.
4. Click **Transcripts**.
5. Click the link **I would like to add a maiden name or variation to help match the credential I'm ordering**.
6. Click **Save Settings**.