

How to Update Your Name in the Parchment Profile

The name stored in your Parchment profile will be displayed on screens when ordering official transcripts and will be included in email notifications to recipients of electronic transcripts. The name used in notifications will reflect your profile at the time your order is fulfilled.

Instructions:

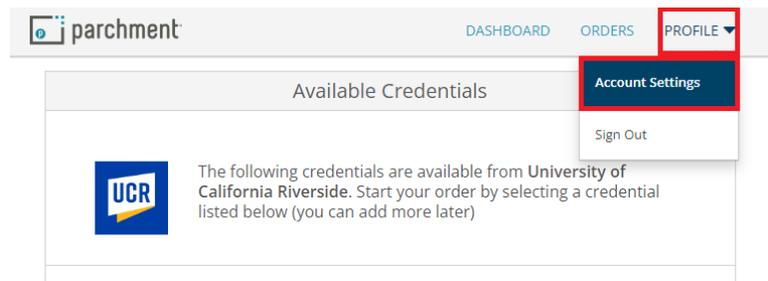
1. From RWeb, click on “Transcripts and Verifications”



2. From the menu that appears, click “Request Official Transcript”



3. From the order screen, click “Profile” and then “Account Settings” at the top right corner.



4. Under “Your Information”, enter your name as you would like it to appear to your recipients. Then click “Save Settings”.

Your Information *Required Field

First Name *

Middle Name

Last Name *

[SAVE SETTINGS](#)

TIP: If you want to check how your name will appear, you can have an electronic transcript delivered to yourself before sending one to another party.

