How to update your email in Parchment

1. **Current Students:**
   
   Go to: my.ccc.edu>Quick Access>Transcripts

   Former Students: click [here](#)

   Under “Learners and Parents” click “Sign In”

2. Skip this step

3. Once you have logged in:
   
   Select **Profile** click “Account Settings”
4 Click: Add another email address to this account

Enter email address

Click “Add Email”

5 Retrieve your email verification code from the newly added email address. After you have entered it click “Confirm.”

6 Click “Make Primary”

*Please Note – please keep your ccc email connected as your secondary email. This will allow you to login through your student portal. (my.ccc.edu)
As you can see the new email is now in the “Primary Email Account”

You can also see that you are now able to delete the old email address from your account.