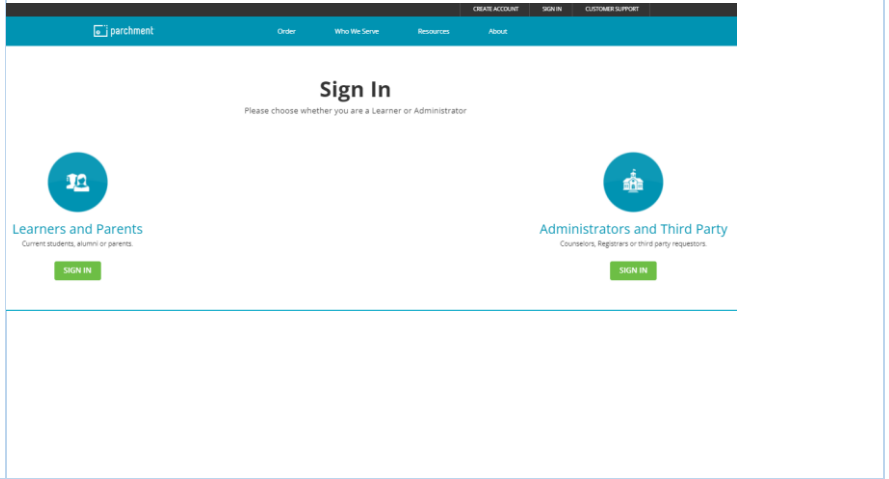
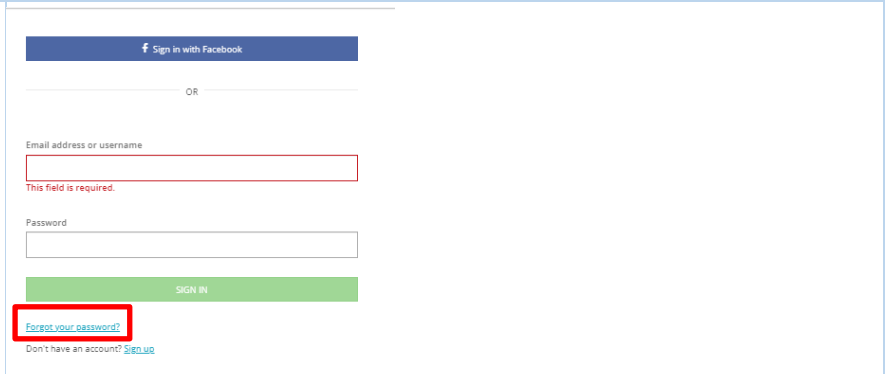
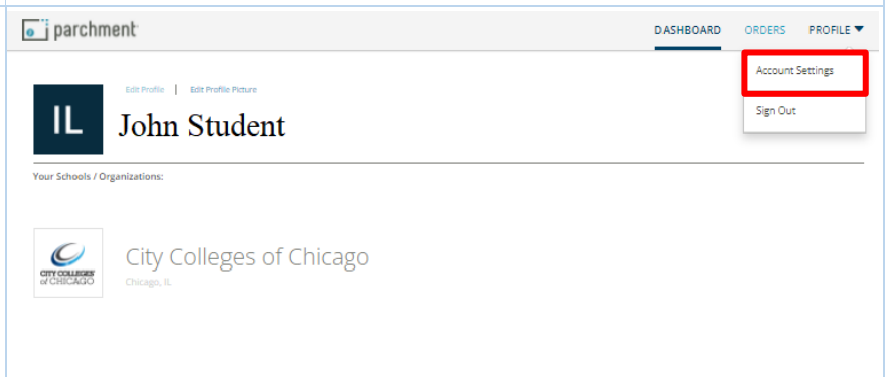


## How to update your email in Parchment

<p><b>1 Current Students:</b> Go to: <a href="http://my.ccc.edu">my.ccc.edu</a>&gt;Quick Access&gt;Transcripts</p> <p>Former Students: click <a href="#">here</a> Under “Learners and Parents” click “Sign In”</p>	
<p><b>2</b> Skip this step</p>	
<p><b>3</b> Once you have logged in: Select <b>Profile</b> click “Account Settings”</p>	

**4 Click: Add another email address to this account**

Enter email address

Click "Add Email"

Account   Transcripts   Recruit   View My Privacy Settings

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### 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](#)

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

Primary Email Account \*

Secondary Email Addresses Associated With This Account

 **We just sent you a confirmation email.**

We need you to verify the following email address: [superbeckman411@gmail.com](mailto:superbeckman411@gmail.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.

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


[Change your Password](#)

**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)*

Primary Email Account \*

Secondary Email Addresses Associated With This Account

 **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.

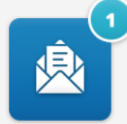
8 As you can see the new email is now in the “Primary Email Account”

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

Primary Email Account \*

jstudent@gmail.com

Secondary Email Addresses Associated With This Account



### 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.

jstudent@yahoo.com

MAKE PRIMARY

DELETE

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

[Change your Password](#)