

Please follow the instructions below to correct your date of birth in your Parchment account and submit a new request.

1. Please log into your Parchment account (www.parchment.com).
2. Select profile and account settings.

The screenshot shows the Parchment user interface. At the top, there is a navigation bar with 'DASHBOARD', 'ORDERS', and 'PROFILE'. The 'PROFILE' dropdown menu is open, showing 'Account Settings' and 'Sign Out'. A red arrow points to 'Account Settings'. Below the navigation bar, there is a user profile section with a 'GA' logo and links to 'Edit Profile' and 'Edit Profile Picture'. Below this, there is a section for 'Your Schools / Organizations:' showing 'Forsyth County Schools Alumni' in 'Cumming, GA'. Below this, there is a section for 'Enrollment Info' with the text 'You can now get your credentials! Here is what is waiting for you at this organization.' Below this, there is a grid of six cards, each with an 'Order' button. The cards are: 'Order Your Immunization Record', 'Order Your Other Document', 'Your Transcript', 'Order Your Demographics Page', 'Order Your Elementary Transcript/Report C...', and 'Order Your Middle School Transcript'.

3. Correct your date of birth and click save settings.

Login Information

*Required Field

Username * Must be alphanumeric (A-Z & 0-9 only)

SAVE

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](#)

Your Information

*Required Field

First Name *

Middle Name

Last Name *

Date of Birth *

Gender *

Highest Level of Education *

SAVE SETTINGS

- Please submit a new request for your records.