UC RIVERSIDE

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 R'Web, click on "Transcripts and Verifications"	Transcripts & Verifications	
2.	From the menu that appears, click "Request Official Transcript"	TRANSCRIPTS AND VERIFICATIONS Request Official Transcript and Track Its Status Request your transcript as an electronic PDF or paper copy. Enrollment Verification Status After you have ordered a verification, view the status of your request.	Request Enrollment Verification Request an enrolment verification to mail or pick up <u>Unofficial Transcript</u> View or print an unofficial transcript.
3.	From the order screen, click "Profile" and then "Account Settings" at the top right corner.	o parchment ⁻ Available Credentials The following credentials are available. California Riverside. Start your of listed below (you can add more listed below (you can a	DASHBOARD ORDERS PROFILE ▼ ntials Account Settings sign Out sign Out
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 * Martha Middle Name	

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.

