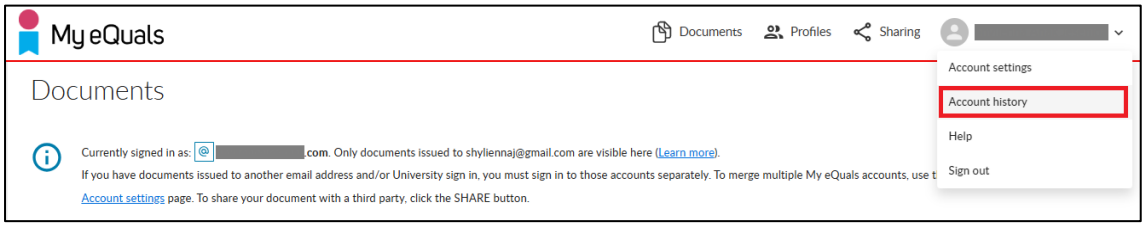
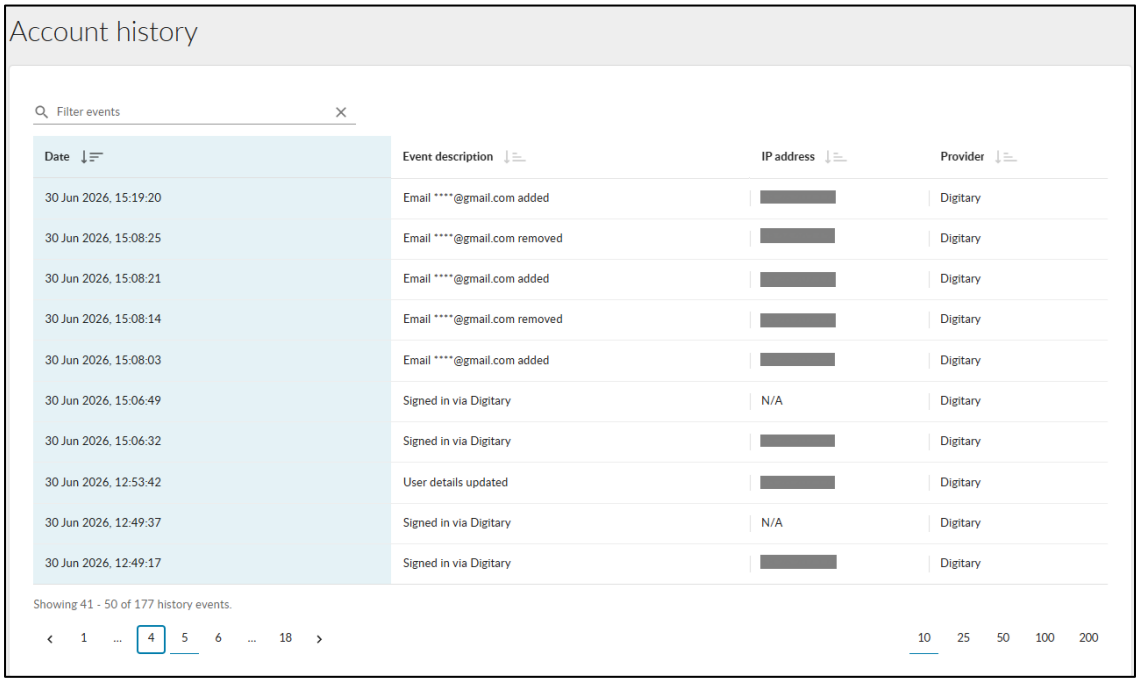
Account Management

The Learner can view details of their account, reset their password and link accounts.

Account History

Account History can be accessed from the dropdown menu beside the Learner's name.





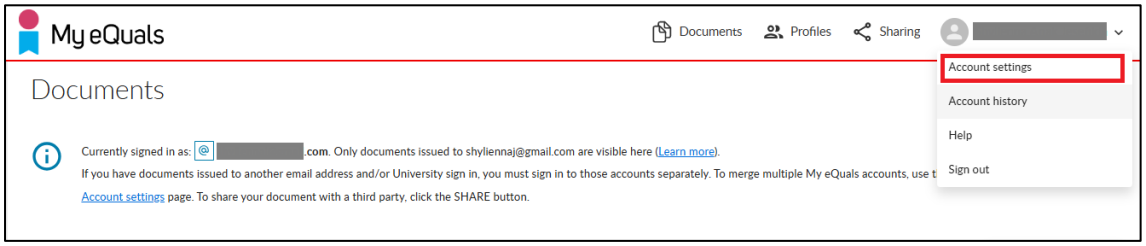
The Account History home page shows details of various events in the history of Learner's account:

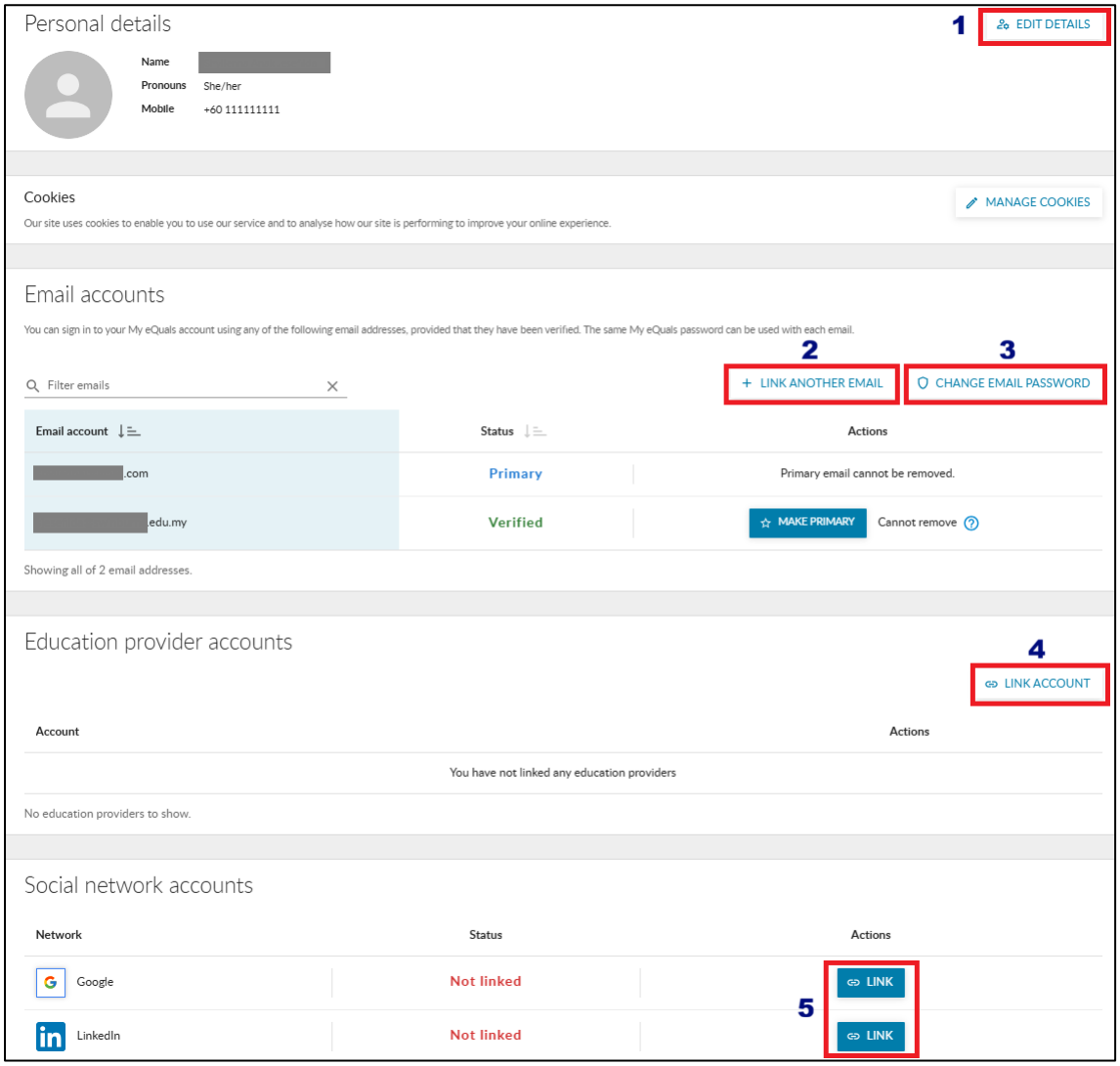
- Date and Time
- Event Description
- Associated IP address
- Login provider

All columns support search and sort functions. Click on the column headers to search or sort the data.

Account Settings

Account Settings can be accessed from the dropdown menu beside the Learner's name.





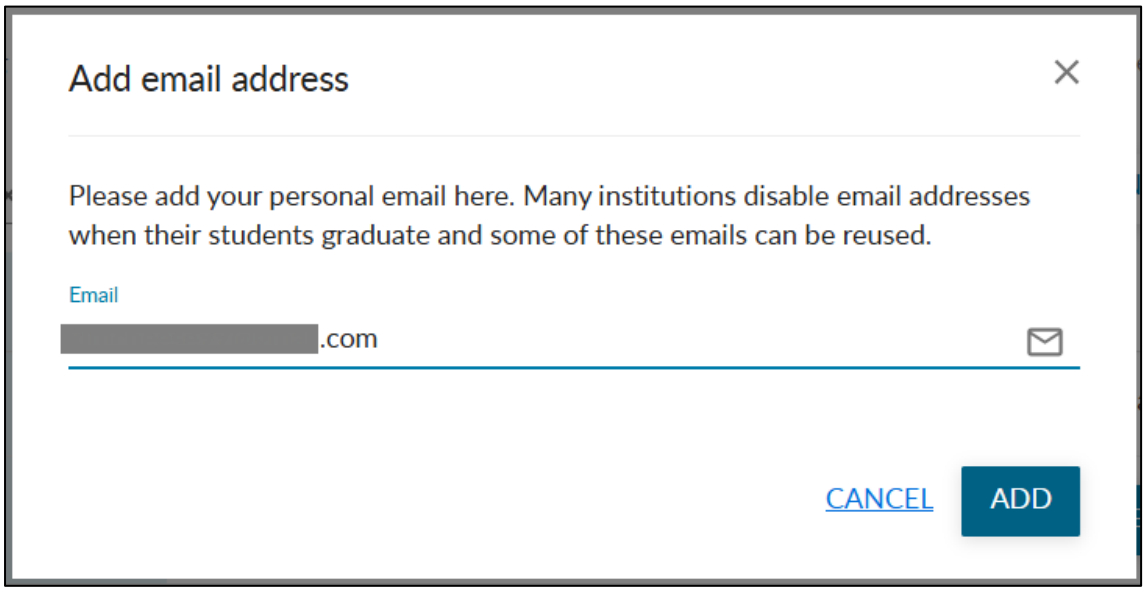
From the Account Settings home page, Learner can:

1. Edit the personal details, add a pronoun, change the phone number and add a profile picture.
2. Link another email to the account.
3. Change the password of the account.
4. Link account via an education provider login (Only available for institutions registered on the Parchment Digitary Network.)
5. Link account to a social network account.

Link Account to Another Email Address

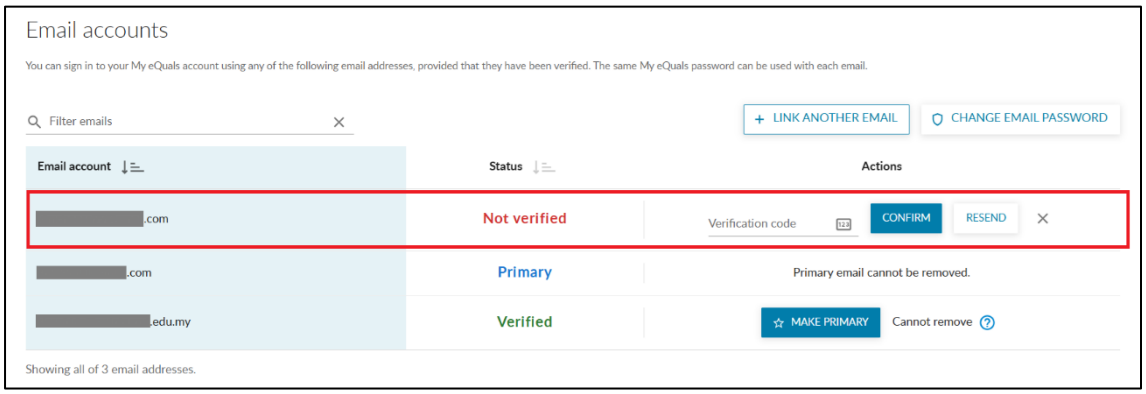
By default, the account will be linked to the email address provided when completing the Application for Award / Graduation form.

To Link another email to the account, click on the **+ Link Another Email**, type in the email address and click **Add**.



The Learner will receive an email containing the verification code to verify the new account.

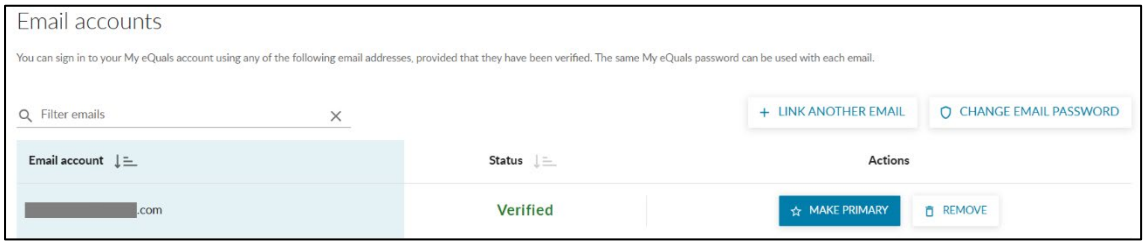
The status of the email address will remain **Not Verified** until Learner have entered the verification code to verify their email address and it will continue to provide the option to enter the verification code.



⚠ **Note:** The same password can be used with each email. However, the Login Verification Code will be sent to the primary email.

A primary email is the main email address to which system notifications via My eQuals are sent. To make the linked email as primary email, click on **Make Primary**.

To unlink email from the account, click **Remove** button.

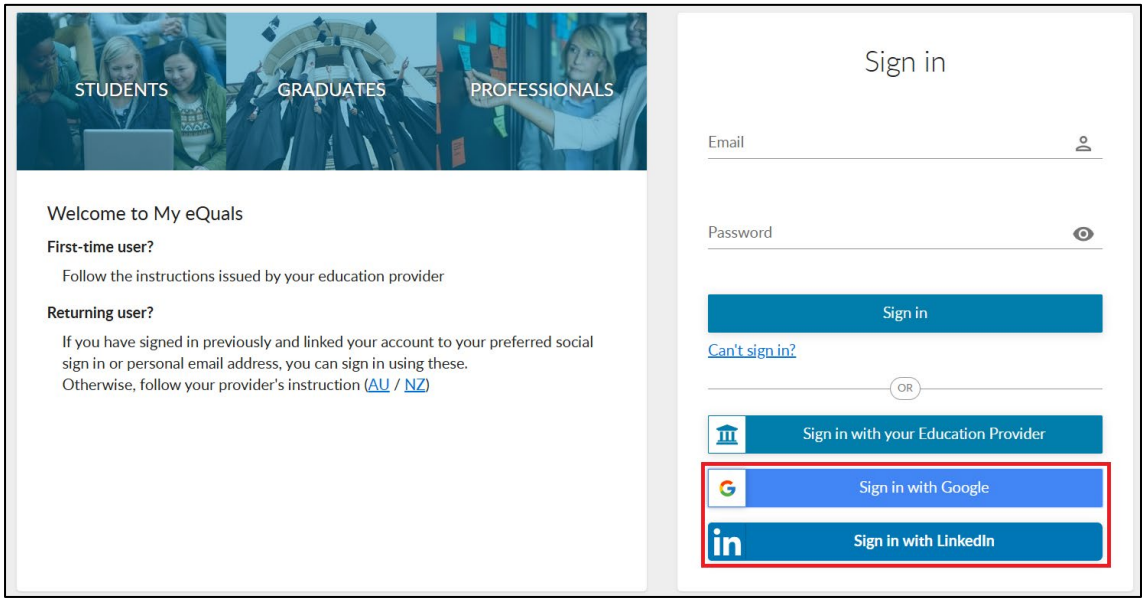


Link Account to LinkedIn or Google

To Link account to a social network , click on the **Link** button at the Social Network Status section.

The Learner will be prompted to sign in to their Google or LinkedIn account before email verification begins.

Once linked, Learner will be able to sign in with Google or LinkedIn.



To unlink Google / LinkedIn account, click **Unlink**.



⚠ **Note:** Learner cannot unlink the account which was currently signed in. To unlink the account, please log out and log back in using email and password or a different linked account.