Add or Change Parent Emails in COAST

Login to COAST with your username (your Endicott ID number) and your password. Click on “Biographical” from the left navigation pane in the “Student Information” section.

Click on the “Parent Info” link over your profile data.

The parent information on record will be displayed. Click on the “Click here to add or edit a parent/guardian email” link to make changes to an email address.

Follow the instructions on the page. Each email address is updated individually.

Please contact IT support at (978) 232-2072 or support@endicott.edu for more assistance. For other changes to your parents’ data, contact the Registrar at registrar@endicott.edu.