EMERITUS INSTITUTE

How to Check Your Saddleback College
Registration Appointment Online

KEEP THESE INSTRUCTIONS TO USE EVERY SEMESTER!

- Log onto the Saddleback College Web site at **www.saddleback.edu**

- **Click "MySite"**

- Enter your **Student ID Number** and **PIN***, then **click** "**Login**" (Can't recall your PIN? See below.)

- **Click** "**My Information"**

- **Click** "**Appointments"**

- **Click the down arrow next to "Semester" and click the <u>correct</u> <u>semester</u>**

- **View your appointment START DATE AND TIME** (under the word "Starts")

REMEMBER….

  ➢ Students always have a WINDOW OF TIME to register.
  ➢ The screen will show you the date and time you may <u>begin</u> registering.
  ➢ Your WINDOW OF TIME always <u>ends</u> at 11:00 pm the night before the semester starts.
  ➢ Students cannot register prior to the <u>date</u> <u>and</u> <u>time</u> assigned to them.

** PIN HELP… If You Need It*
(*P*ersonal *I*dentification *N*umber)

If you've forgotten your PIN, you can RESET it. Click "Forgot My PIN" in the Log-in Box, then follow the prompts. You can try the following first:

If you submitted a <u>PAPER</u> Student Application, your PIN Number is:

- **<u>MOST</u> <u>LIKELY</u>: The <u>MONTH</u> <u>AND</u> <u>DAY</u> of your birth in a 4-Digit Format. (Example: August 4 = 0804")**
- The MONTH AND <u>YEAR</u> of your birth in a 4-Digit Format. (Example: October 23, 1945 = "1045")
- The LAST 4 DIGITS of your Social Security Number. (least likely)

If you submitted an <u>ONLINE</u> Student Application on your computer:

- You were required to create your own PIN. If you don't recall it, try other PINs you use
  OR just re-set your PIN by clicking "Forgot My PIN" in the Log-in Box and following the prompts.

After you determine your PIN, be sure to keep it handy for future reference!