



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 **correct semester**
- 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 begin registering.
- Your WINDOW OF TIME always ends at 11:00 pm the night before the semester starts.
- Students cannot register prior to the date and time assigned to them.

*** PIN HELP... If You Need It** (Personal Identification Number)

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 PAPER Student Application, your PIN Number is:

- **MOST LIKELY**: The MONTH AND DAY of your birth in a 4-Digit Format. (Example: August 4 = 0804”)
- The MONTH AND YEAR 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 ONLINE 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!