



## EMERITUS INSTITUTE

### How Do I Update Information in My College Account?

- Go to [www.saddleback.edu](http://www.saddleback.edu)
- Click on “My Information”
- Click on “Update Profile”
- Scroll up and down and make any changes needed.
- When finished, click “Update” at the bottom TWICE.

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**EXCEPTIONS:** If you need to make a NAME CHANGE or you need to add or correct your Social Security Number, you cannot change this information; the Admissions Office must change them for you. In both cases, you’ll need to complete a “**Student Information Update Form**” (see below) and include a copy of a legal photo ID\* for a Name Change, or a copy of your Social Security Card to add/correct your Social Security Number. Submit these in either of two ways:

USPS Mail\*\* :                   ATTN: Admissions Office  
  Saddleback College  
  28000 Marguerite Parkway  
  Mission Viejo, CA 92692

Scan & Email :               scadmissions@saddleback.edu

The **Student Update Change Form** can be accessed on the Emeritus Institute website.

- Go to [www.saddleback.edu/emertus](http://www.saddleback.edu/emertus)
- Click on “Student Forms & Info”
- On the right, click on “Forms & Petitions”
- Click on “Request Update of “Student Information”

*\* Legal Photo Identification = Driver's License, Green Card, Passport, Military ID, State Identification Card*

*\*\* Since staff is working from home during COVID-19, the Admissions Office's mail is only picked up once per week from the Campus; thus, it takes longer to process submissions. Emailed submissions can be processed more quickly.*