



FAQs About MySite / Student ID Number / PIN

- **What is MySite?**

MySite is a college-hosted web portal that provides access to student information such as class schedule, registration, e-mail, college announcements, etc.

- **What is my Student ID Number?**

After you submit your Emeritus Institute student application, the Admissions & Records Office will send you an email containing your student ID number and other log-in information.

- **I've forgotten my Student ID Number. What do I do?**

The personalized monthly Emeritus Institute eNewsletter, that you receive every month has your Student ID Number at the top. If you aren't subscribed to the eNewsletter, please contact the Emeritus Institute Office at (949) 582-4835 or www.scemeritus@saddleback.edu.

- **What is my PIN?**

EMERITUS INSTITUTE APPLICATION: If you submitted the one-page Emeritus student application, your PIN will be your month and day of birth in a 4-digit format (MMDD). Example: A January 8 birthday would be 0108.

ONLINE APPLICATION: If you completed the online student application online, you were required to choose your own PIN. If you don't recall it, you can re-set your PIN. (See below)

- **My PIN isn't working. What do I do?**

You need to re-set your PIN.

- Go to www.saddleback.edu and click on MySite at top right.
- Enter your student ID number.
- At the bottom, click "forgot my PIN."
- At the next prompt, enter your student ID number.
- If the "Secret Question" is MMDD, enter your month and day of birth in a 4-digit format in the next three boxes. (This will keep your PIN as your month and day of birth.) If the "Secret Question" is anything other than MMDD, enter the answer to the Secret Question in the "Secret Answer" box, then enter your month and day of birth in the next TWO boxes.
- Click "Change PIN"

NOTE: If you see a prompt in red stating that your PIN can't be re-set – "Contact Administrator", contact the Admissions & Records Office at (949) 582-4555 or email them at scadmissions@saddleback.edu for assistance. (Only the A&R Office can assist you when this occurs.)