

## Student Password Assistance



**Student name = John Smith**  
PIN=1234 STUDENT  
ID=765432

### **Mysite Log on**

is the student ID 765432  
Password is the PIN 1234

**Email**-Log into Mysite and then click on my email. Select Web Email. Username =jsmith0 Password is 123400

Note 2 zeros follow the pin for email log on

### **Blackboard**

Username=jsmith0  
Password is 123400

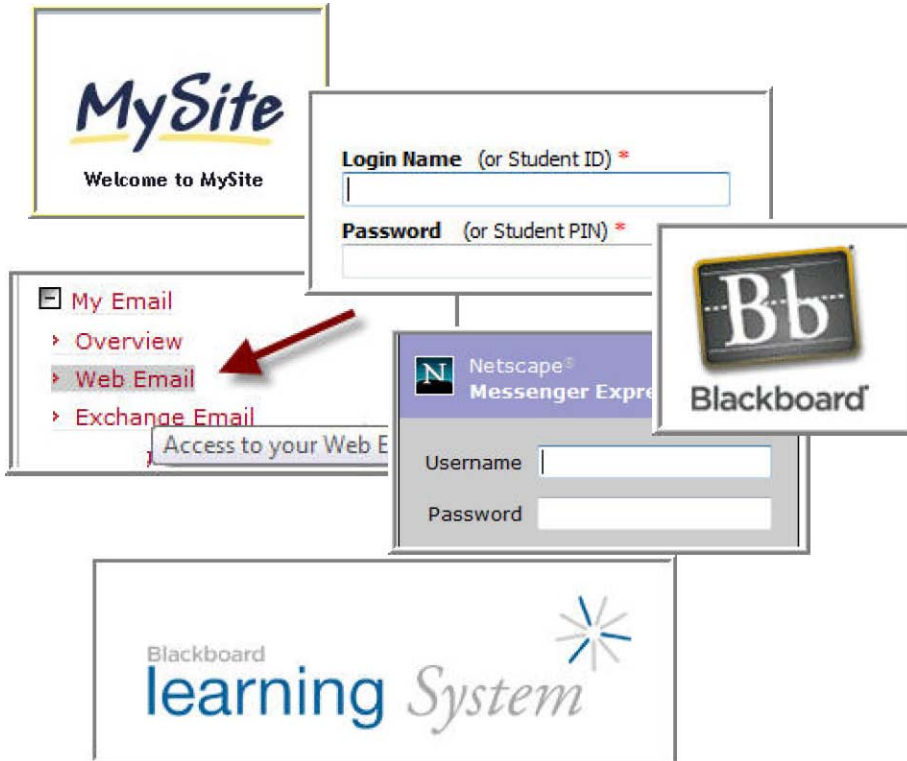
Note that 2 zeros have been added to the PIN to get the password.

**Forgot My PIN** -If you forgot your PIN when you log onto Mysite

Select Forgot My PIN



## Saddleback College



After selecting **Forgot My Pin**, you will then be prompted to your secret question. If you can answer it, it will be sent to your email. You must have set this up previously.

Please be aware that you can set up a Secret question by going into Mysite, MyEmail, MyPreferences. You can also Change your PIN by going to MYsite, MyEmail, Change PIN.

**Default Email**-When you applied to Saddleback College, an email was sent to the email address you specified on your application. That email requested that you click on a button to set your preferred email address for all college correspondence. If you would like to change the default email, log onto Mysite and select My Information, Change Address. Under Personal you will see the area where you can modify your Preferred email.

Note that the Default email is different than just forwarding a copy of your email which can be done by going into Webmail, Click on Options, Settings. You will then modify where you would like a copy of your email sent to