How to Forward Your Saddleback College E-mail To Your Personal E-mail Address

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

- Click MySite on the left of the screen.

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

- Click My Information on the left of the screen.

- Click Change Address from the drop-down menu.

- Scroll down to the “Personal” data field section and in the box labeled “Forward E-mails To” type in the e-mail address where you would like your e-mails forwarded.

- Click Update TWICE.

- TO COMPLETE THE PROCEDURE: Go to your personal email account and open the email you’ve received from the Saddleback College Admissions & Records Office. Click on the confirmation link in this email to verify your forwarding address.

  You must do this last step to complete the forwarding procedure. If you don’t see this email in your personal account, check your Junk/Spam Folder.

- Congratulations! You have successfully forwarded your Saddleback College e-mail.

Note that you will only receive forwarded emails from this point on. If a previous email is vitally important, it needs to be re-sent to you by a classmate or your instructor.

* PIN NUMBER INFORMATION (Personal Identification Number)

If you submitted a PAPER Student Application, your PIN Number is either:
- 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

If you submitted an ONLINE Student Application on your computer:
- You were asked to create your own PIN # when you applied. If you don’t recall it, you’ll need to go to the Admissions & Records Office on campus with a legal photo ID.