Saddleback College Emeritus Institute
Online Registration Instructions

Step 1: LOG IN TO MYSITE

Go to: Saddleback.edu
Click: MySite
Login Box: Enter your student ID number
Password Box: Enter your 4 digit PIN

Step 2: GO TO REGISTRATION

Click: My Classes
Click: Register for classes
Select Term: Choose the semester for which you are registering.

Step 3: UPDATE YOUR INFORMATION

Answer all questions with a red *
Enter cell phone number or use down arrow and select "no mobile phone"
Vocational & Technical Information: Check one or more boxes.
Electronic 1098T Tax Information: Social Security

Important Social Security Number Information
SSN listed correctly? Click "Yes"
SSN not listed correctly? Click "No"
SSN not displayed? Click "Declined"
Not displayed or wrong? See below.*

* SSN - Wrong or Not Displayed? Print a W-9S form by clicking the link at the bottom of the screen, complete and mail to “ATTN: DISTRICT FISCAL SERVICES,” Saddleback College, 28000 Marguerite Parkway, Mission Viejo, CA 92692.

Step 4: REGISTER FOR CLASSES

Enter Class Ticket Number. Click: Add Class
Repeat step to add more classes.
Class Open and Added? It will be listed on your schedule.
Class Full? Click "x" on window and register for new class.
Registration Complete? Click next

Step 5: FINISH

Select Yes or No to purchase a discount coupon for local businesses (ASB Stamp)
Material Fee Associated with Registration? Select payment method.
On checkout page, you must select: "I accept the refund policy."
Registration Confirmation Screen: Lists all classes for which you registered.