



How to Re-set Your Saddleback College PIN*

Having trouble logging into MySite?
You may need to RE-SET your PIN. Here's how.

*(Personal Identification Number Used with Your Student ID Number)

- Log into **www.saddleback.edu**
- Click **MySite**
- Enter your **Student ID Number**
- Click "**Forget My PIN**" at bottom right
- Enter your **Student ID Number** again in the "**User Name**" box
- On the next page, if the "Secret Question" states "MMDD", **type in your month and day of birth in a 4-digit format in the box. (See examples, below). Type in your month and day of birth again in the last box.**
- **If the Secret Question is something other than "MMDD", answer the question, then type in your month and day of birth in a 4-digit format in the box.** (You may type in a *different* PIN if you wish, but if you use your month and date of birth, Emeritus Staff can always remind you of what your PIN is.)
- Click "**Change PIN**"
- You will see a prompt that your PIN number has been re-set! Click "**Return**" and you'll be re-routed to the MySite log-in box.

NOTE: If instead you get a message stating "Unable to change PIN. Contact Administrator", call the Admissions Office at (949) 582-4555, press "0", and let them know you're getting the "Contact Administrator" prompt when trying to re-set your PIN. They will clear that for you so *you* can re-set it.

MMDD PIN Examples

Month and Day of Birth in a 4-digit Format (The year is NOT included)

- ❖ August 4, 1936 would be "0804"
- ❖ October 23, 1945 would be "1023"