



## LESSON 3: OBTAINING A SADDLEBACK ID

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Before students proceed to creating a CATEMA account, they **MUST** have their Saddleback ID# in order to create an account.

The following information will help ensure this process goes smoothly:

- **All student applicants will receive an email with their Saddleback Student ID # within 15 min and up to 24 hours. Please have them double check their junk email as well.**
- Please ensure that students received a 7 or 8 digit number (no letters) via email. This is not to be confused with the OpenCCC ID# that contains letters.
- For all new applications submitted to Saddleback College, Students will receive an email with their Saddleback ID #.
  - This includes students who already have a Saddleback ID#. For every application submitted, students will receive an email with their Saddleback Student ID Number.
  - All student applicants will receive an email within 15 min and up to 24 hours. Please have them double check their junk email as well.
  - If they have not received an email after 24 hours, please have them contact our Admissions & Records office. The contact number is (949) 582-4555.
    - In most instances, there is a conflicting or contradictory information submitted by the applicant that has not moved their application forward.
    - Students will generally receive an email regarding the issue but contacting the Admissions & Records office directly will help expedite the process.