

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.
(Add/Drop class)

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. (VETA)

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 "Do Not Have"
or "Decline"

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

Please 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.