

# How Do I Find My InSite Username?

**1. Go to <http://m.4cd.edu>.**

**2. Click “Lookup Username”.**

**3. Start filling out the form by entering your Last Name and Date of Birth.**

**4. Next, you have a choice of entering your Student ID number, OR the last 4 digits of your Social Security Number.**

**5. Press “Submit” to receive your InSite username.**

## What's My Username?

To find your username, please enter your Last Name, Date of Birth and either your Student/Employee ID or the last four digits of your Social Security Number (SSN).

If you experience difficulty or if you need other technical assistance, please call our Help Desk at 925-229-6888.

Last Name

Date of Birth

-- Month -- -- Day -- -- Year --

Enter either your Student/Employee ID or the Last 4 digits of SSN.

Student/Employee ID

OR

Last 4 Digits of SSN

Submit

Your username is typically the first letter of your first name, followed by your entire last name, and the last 3 digits of your Student ID number. For example Tim Simms has a student ID of 1234567—his username will be tsimms567

If you are still unable to retrieve your username through this method, please visit the Admissions and Records office, with some form of photo ID (for example, a drivers license , passport, etc.)