

HOW TO UPDATE YOUR PERSONAL INFORMATION

Employees can update the majority of their personal information through PeopleSoft Self Service. **NOTE:** Name Change and Marital Status Change are not available through the self service feature. Please complete the appropriate forms and return to Human Resources. Links are provided below

Log in to the PeopleSoft Portal via the district Website. Click on the EMPLOYEES link in the top menu bar. In the EMPLOYEES menu on the left click on MYSGCCD PORTAL. Log in using your User ID and Password.

The screenshot shows the San Diego Community College District website. The top navigation bar includes links for CLASS SCHEDULE, EMPLOYEE EMAIL, DIRECTORIES, and BOARD MEETING. The main menu has categories like ABOUT, STUDENTS, FUTURE STUDENTS, COVID-19 INFORMATION, EMPLOYEES (highlighted), and SAN DIEGO PROMISE. A left sidebar lists various portals, with MYSGCCD PORTAL highlighted. To the right, the mySDCCD Login page is shown with fields for User ID (0000000000) and Password, and a Sign In button.

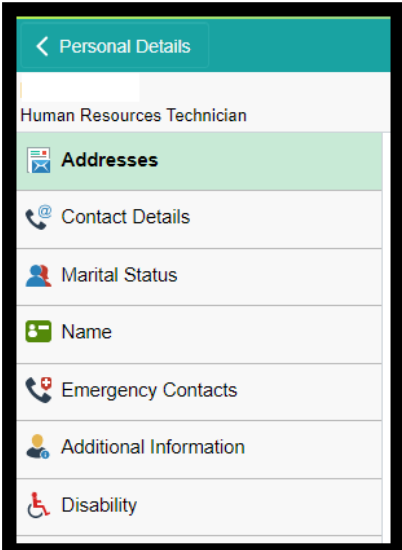
Click on **Employee Dashboard** to access the Self Service tiles. Select **My Personal Info** from the Employee Dashboard, then click on the appropriate tile to update.

This block shows two parts of the interface. On the left, a 'Welcome to mySDCCD' banner features an 'Employee Dashboard' button. On the right, a sidebar menu lists 'Employee Dashboard', 'My Pay', 'Benefit Details', 'My Time', and 'My Personal Info' (highlighted with a red box).

The 'Personal Details' page displays several update tiles:

- Addresses:** Updated 01/28/2021
- Contact Details:** 6 Details
- Emergency Contacts:** 3 Contacts
- Marital Status:** Updated 10/22/2021
- Name:** Updated 10/20/2021
- Disability:** Updated 11/14/2018
- Additional Information:**
- Ethnic Groups:**

Some categories are View Only and can only be updated by contacting or submitting a completed form to Human Resources. Please see the category descriptions below.



Addresses – View and edit Home and Mailing Address

Contact Details - View and edit Phone Number and Email address. NOTE: Preferred email address will always default to your SDCCD email address.

Marital Status – View Only, contact hrbenefits@sdccd.edu or 619-388-6587

Name – View Only, can only be changed via form, click **HERE** . Email completed form to HR Benefits dept. Email hrbenefits@sdccd.edu or call 619-388-6587 for questions.

Emergency Contact – View and edit emergency contacts.

Additional Information – View Only, contact hrbenefits@sdccd.edu or 619-388-6587

Disability – Add or update Voluntary Self-Identification of Disability. NOTE: Once the completed form is submitted your data is stored in PeopleSoft however, the form does not clear. Do not re-submit and Exit screen by selecting any menu option.

Ethnic Groups - Add or Update your ethnic group. Ability to add single or multiple ethnicities. NOTE: If multiple ethnicities please indicate which is primary with checkbox.