Adding Gender Identity in PeopleSoft

Providing Gender Identity details is voluntary. This information will be treated as confidential and will only be used in the analysis of employee statistical data. Individual responses will not be shared.

Access 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 <u>MYSDCCD P</u>ORTAL. Log in using your User ID and Password.



/ logging into myS otected by privacy	DCCD, you are agreeing not to laws. Unauthorized access and	disclose confidential information d/or use of this system is prohibited.
User ID:	000000000	
Password	Password	
	Sign In	Forgot your Password?
egular system maint uring this period cert	enance takes place between 04:00 ain sections of the system may not	and 06:00 AM PST on Thursday mornings. be available for use.

Click on the Employee Dashboard tile to access Self Service menu.



On the **Employee Dashboard** you'll find access to multiple Self-Service options. O the left side menu click on **My Personal Information**.

	Employee Dashboard	ଜ ଦ ፡ ⊘
Employee Dashboard My Pay Benefit Details My Time My Personal Info HR My Forms Kmployee Dashboard	C Deadlines for May 2023 Hourly Payroll C S Employee Deadline to Enter Time: Wednesday, May 31, 2023 Read More	Employee Quicklinks - Image: State of the
finance Dashboard		FINANCE WORKLIST

Adding Gender Identity in PeopleSoft

Click on the Gender Identity tile to access the Gender Identity page. Personal Details Addresses Contact Details Emergency Contacts (a) (+ Ð Updated 01/28/2021 6 Details 3 Contacts Marital Status Gender Identity Name ar ೭= Updated 05/01/2011 Updated 12/19/2015 Updated 06/13/2023 Disability Additional Information Ethnic Groups **≟**∃ Updated 11/14/2018

Click in the box under the Gender Details header. A window will open to allow you to select your Gender Details. In the Gender Details window, click on the magnifying glass for each category and select your desired Pronouns, Sexual Orientation and Gender Identity from defined values. Click on the "i" icons for information regarding each value. Note: At this time, only one value can be selected under each category.

Personal Details			Gender	Identity			☆ :
- x-							
Gender Details							
Current Sex	Birth Sex	Pronoun	Sexual Orientation	Gender Identity	Status	Approval Status	
							>

Cancel	Gender Details		
Gender Details			
Change As Of Region Current Sex	United States		
Pronoun Sexual Orientation Gender Identity			
Voluntary Self-Identification SDCCD is committed to protecting your privacy. By selecting the "I agree to self identify" check box below, you acknowledge that the gender identity details you provided are true and that you identify yourself by these attributes.			

Check the acknowledgement box and click <u>Save</u>. Once you click <u>Save</u>, you will see your updated information on the Gender Identity page. You will receive a system generated email addressed from your sdccd email address, confirming your Gender Identity request has been saved in the system.