Adding a Preferred First Name in PeopleSoft

Access the PeopleSoft Portal via the District website. Click on the <u>EMPLOYEES</u> link in the top menu bar. In the EMPLOYEES menu on the left click on MY<u>SDCCD POR</u>TAL. Log in using your User ID and Password.



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



On the **Employee Dashboard** you'll find access to multiple Self Service options, on the left side menu click on <u>My Personal Information</u>.



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Click on the <u>Name</u> tile to access the Name Details page.

| Personal Details | | | | | | | | |
|--------------------|-----------------|------------------------|--------------------|--|--|--|--|--|
| Addresses | Contact Details | Emergency Contacts | Marital Status | | | | | |
| | ¢@ | | CD . | | | | | |
| Updated 01/02/2020 | 3 Details | No Contacts | Updated 01/02/2020 | | | | | |
| Name | Disability | Additional Information | Ethnic Groups | | | | | |
| 8 <u>=</u> | Ċ | | 2 | | | | | |
| Updated 01/02/2020 | Not Submitted | | | | | | | |

Click on your name and the Name Details page will open. In the Name Details page, enter your desired Preferred First Name in the <u>Preferred First Name</u> field and click <u>Save</u>.

| Employee Self Service | | | Personal Details |
|---|----------------------|---------------------|------------------|
| Daniel (Danny) Lara ⊙ Human Resources Technician | | | |
| Addresses | Name Details | | |
| Contact Details | John Smith | Current | > |
| 🤰 Marital Status | N | | |
| Name | | | |
| Contacts Emergency Contacts | | | |
| よ Additional Information | | | |
| 👃 Disability | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Cancel | | Name | Save |
| | | | |
| | Change As Of | 06/09/2023 | |
| | Name Format | English 🗸 | |
| | Name Prefix | | |
| | *First Name | John | |
| | Preferred First Name | Johnny | |
| | Middle Name | | |
| | *Last Name | Smith | |
| | Name Suffix | | |
| | Display Name | John (Johnny) Smith | |
| | Formal Name | John Smith | |
| | Name | Smith, John | |
| | | | |

Adding a Preferred First Name in PeopleSoft

Once you click Save, you will see the status of your request in the Name page. You will also receive an email confirming your submittal. Once your request is processed you will receive an email notification. All Preferred First Name requests are processed by SDCCD's People, Culture, and Technology (HR) Benefits Department.

In Addition, your Preferred First Name will also be added to Outlook as your Display Name allowing you to be found in the directory by your Preferred Name as well. The update to Oulook can take up to five (5) days.

| ✓ Employee Self Service | | | Personal Details | |
|---|---------------------|------------------|------------------------|--|
| Daniel (Danny) Lara ⊙ Human Resources Technician | | | | |
| Ref Addresses | Name Details | | | |
| 😋 Contact Details | John (Johnny) Smith | As of 06/09/2023 | Submitted for Approval | |
| Aarital Status | John Smith | Current | | |
| Name | | | | |
| Contacts Emergency Contacts | | | | |
| Additional Information | | | | |
| 👃 Disability | | | | |
| | | | | |
| | | | | |