SDCCD
San Diego Community College District

3375 Camino del Rio South, San Diego, CA 92108
People, Culture, and Technology Services [Human Resources] - Employee Services Department
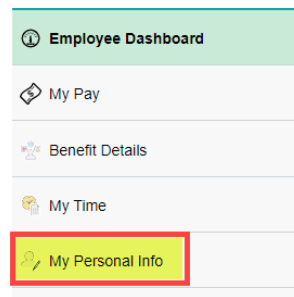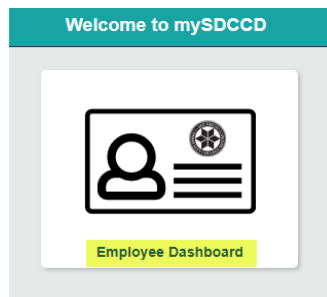Employment | Compensation | Benefits | Payroll | Payroll Accounting | Retirement Services

HOW TO ADD AN EMERGENCY NOTIFICATION PHONE NUMBER

The SDCCDsafe App uses the Emergency Notification phone number for notifications. Employees can add an Emergency notification phone number thru the Personal Information tile in Employee Self Service. Additional information on SDCCDsafe app can be found HERE.

Log in to PeopleSoft via the District website's homepage https://www.sdccd.edu. Click **MySDCCD** in the header to access your Employee Dashboard.

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

You can view, add and edit Phone Numbers and Email addresses. NOTE: Preferred email address will always default to your SDCCD email address. Click on **Add Phone**.

Personal Details

Name	Daniel (Danny) Lara
Empl ID	
Job Title	Business Systems Analyst
Department	

Pronoun	He/Him/His
Empl Rcd	
Reports To	
Location	

- Addresses
- **Contact Details**
- Marital Status
- Name
- Emergency Contacts
- Additional Information
- Disability

Phone

No phone exists.

Add Phone

Email

+

Email Address	Type	Preferred	
dlara@sdccd.edu	SDCCD	✓	›
12345678@gmail.com	Personal/Emergency		›

In the "Type" field dropdown menu select **Mobile** enter your mobile number in the "Number" field then Click **Save**. NOTE: You can add additional phone numbers however, only the mobile number will receive alerts. Also, the preferred indicator can be changed to another phone number but it has no impact on Emergency Alerts.

Cancel	**Phone Number**	Save

*Indicates required field

*Type	[dropdown]
Preferred	
Number	
Extension	

Home
Mobile
SDCCD

Personal Details

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Empl ID	
Job Title	Business Systems Analyst
Department	

Pronoun	He/Him/His
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- Addresses
- **Contact Details**
- Marital Status
- Name
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- Disability

Phone

+

Number	Extension	Type	Preferred	
619/123-4567		Mobile	✓	›

Email

+

Email Address	Type	Preferred	
dlara@sdccd.edu	SDCCD	✓	›
12345678@gmail.com	Personal/Emergency		›