

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

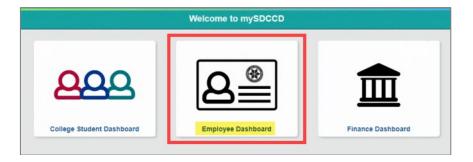
Adding Gender Identity in PeopleSoft

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.

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 the **Employee Dashboard** tile to access Self Service menu.



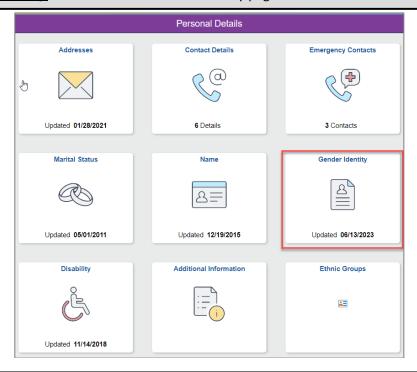
On the <u>Employee Dashboard</u> you'll find access to multiple Self-Service options. O the left side menu click



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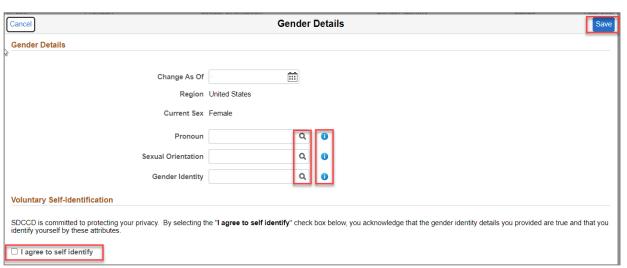
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Click on the **Gender Identity** tile to access the Gender Identity page.



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.





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.

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