

Adding a Preferred First Name in PeopleSoft

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



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Click on the Name tile to access the Name Details page.

Personal Details

Addresses Updated 01/02/2020	Contact Details 3 Details	Emergency Contacts No Contacts	Marital Status Updated 01/02/2020
Name Updated 01/02/2020	Disability Not Submitted	Additional Information 	Ethnic Groups

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

Employee Self Service | Personal Details

Daniel (Danny) Lara
Human Resources Technician

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

Name Details

John Smith | Current

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

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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 Outlook can take up to five (5) days.

< Employee Self Service

Personal Details

Daniel (Danny) Lara

Human Resources Technician

Addresses

Contact Details

Marital Status

Name

Emergency Contacts

Additional Information

Disability

Name Details

John (Johnny) Smith	As of 06/09/2023	Submitted for Approval
John Smith	Current	