

HOW TO UPDATE YOUR PERSONAL INFORMATION

Employees can update the majority of their personal information through PeopleSoft Self Service.

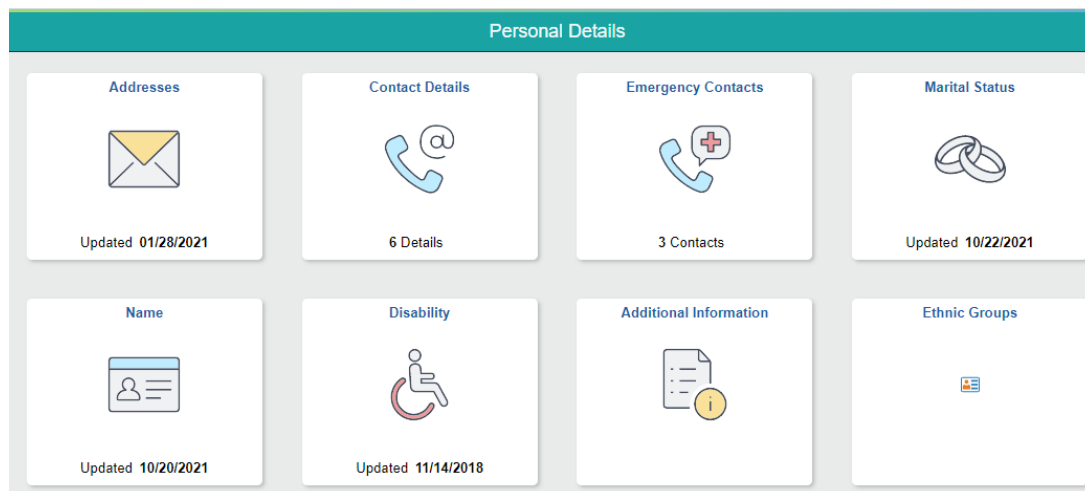
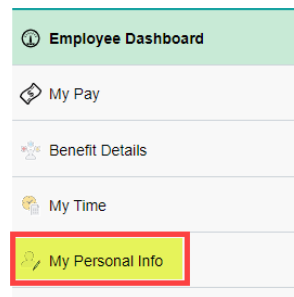
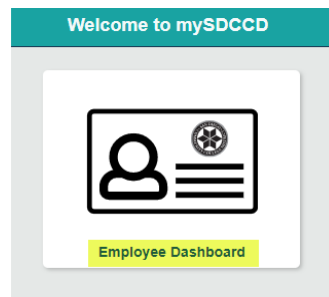
NOTE: Name Change and Marital Status Change are not available through the self service feature.

Please complete the appropriate forms and return to Human Resources. Links are provided below

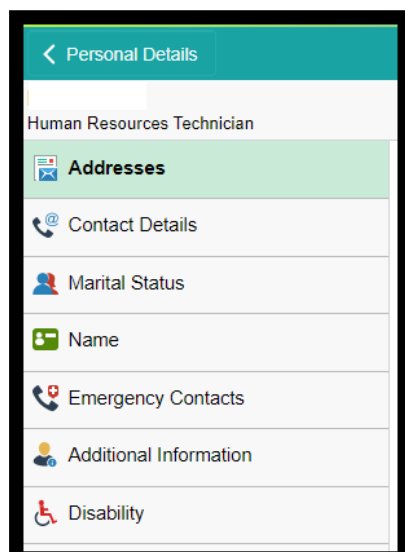
Log in to PeopleSoft via the District website's homepage <https://www.sdccd.edu>. Click **MySDCCD** in the header to access your Employee Dashboard.



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



Some categories are View Only and can only be updated by contacting or submitting a completed form to Human Resources. Please see the category descriptions below.



The screenshot shows a mobile application interface for 'Personal Details'. At the top, there is a teal header with a back arrow and the text 'Personal Details'. Below the header, the user's role 'Human Resources Technician' is displayed. A list of menu items follows, each with an icon and a label. The 'Addresses' item is highlighted with a green background. The other items are: 'Contact Details' (phone icon), 'Marital Status' (two people icon), 'Name' (ID card icon), 'Emergency Contacts' (phone with plus icon), 'Additional Information' (person icon), and 'Disability' (wheelchair icon).

Addresses – View and edit Home and Mailing Address

Contact Details - View and edit Phone Number and Email address. NOTE: Preferred email address will always default to your SDCCD email address.

Marital Status – View Only, contact hrbenefits@sdccd.edu or 619-388-6587

Name – View Only, can only be changed via form, click **HERE** . Email completed form to HR Benefits dept. Email hrbenefits@sdccd.edu or call 619-388-6587 for questions.

Emergency Contact – View and edit emergency contacts.

Additional Information – View Only, contact hrbenefits@sdccd.edu or 619-388-6587

Disability – Add or update Voluntary Self-Identification of Disability. NOTE: Once the completed form is submitted your data is stored in PeopleSoft however, the form does not clear. Do not re-submit and Exit screen by selecting any menu option.

Ethnic Groups - Add or Update your ethnic group. Ability to add single or multiple ethnicities. NOTE: If multiple ethnicities please indicate which is primary with checkbox.