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 UPDATE YOUR PERSONAL INFORMATION

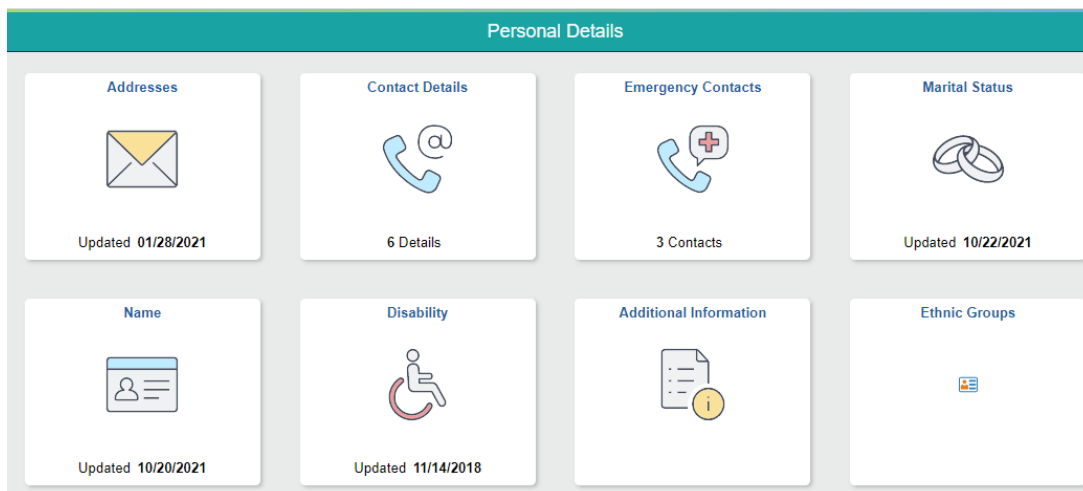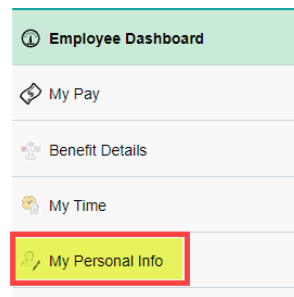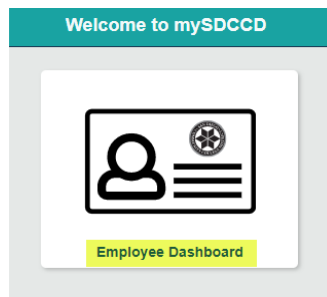Employees can update the majority of their personal information through PeopleSoft Self Service.
NOTE: Name Change and Marital Status Change are not available through the self service feature.
Please complete the appropriate forms and return to Human Resources. Links are provided below

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

| COLLEGES ▾ | RESOURCES ▾ | **MYSDCCD** | CANVAS | CLASS SCHEDULE | APPLY |

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.

Welcome to mySDCCD

Employee Dashboard

Employee Dashboard
- My Pay
- Benefit Details
- My Time
- My Personal Info

Personal Details

Addresses	Contact Details	Emergency Contacts	Marital Status
Updated 01/28/2021	6 Details	3 Contacts	Updated 10/22/2021

Name	Disability	Additional Information	Ethnic Groups
Updated 10/20/2021	Updated 11/14/2018		

Select Contact Details

	Personal Details
	Human Resources Technician
📧	**Addresses**
📞@	Contact Details
👥	Marital Status
🪪	Name
📞	Emergency Contacts
👤	Additional Information
♿	Disability

Personal Details

Name	Joe Olympian		Pronoun	
Empl ID	0001234567890		Empl Rcd	0
Job Title	Administrative Technician		Reports To	000
Department	10101 - Office		Location	San

📧 Addresses	**Phone**
📞@ **Contact Details**	➕
👥 Marital Status	
🪪 Name	
📞 Emergency Contacts	
👤 Additional Information	
♿ Disability	

Number	Extension	Type	Preferred
619-388-4567		SDCCD	>
619-123-4567		Mobile	
619-123-4567		Emergency Alert	>
619-123-4567		Home	>

SELECT

Add preferred emergency phone number contact.

Cancel	**Phone Number**	Save

* Indicates required field

*Type [Emergency Alert ▾]

Preferred ☐

Number [619-123-4567]

Extension [ ]

Make sure you click save.