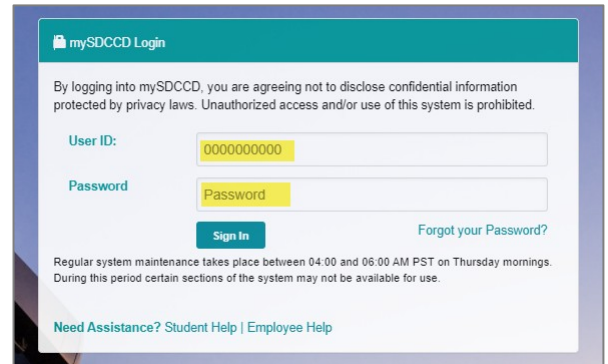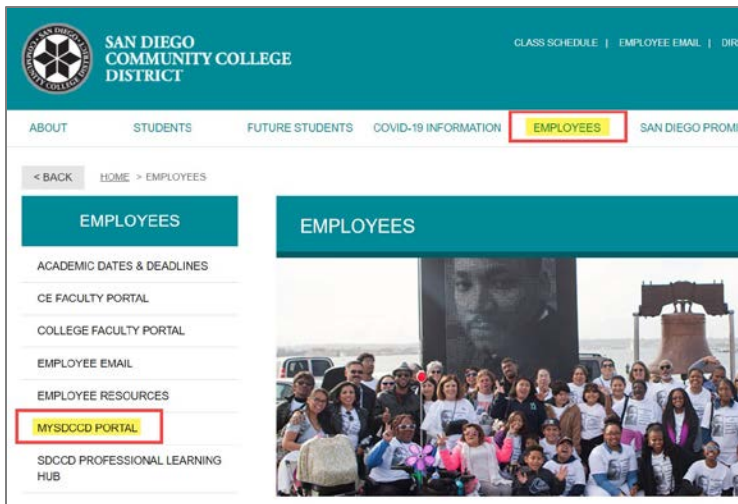# Adding Gender Identity in PeopleSoft

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.

Access the PeopleSoft Portal via the District website. Click on the EMPLOYEES link in the top menu bar. In the EMPLOYEES menu on the left click on MYSDCCD PORTAL. Log in using your User ID and Password.

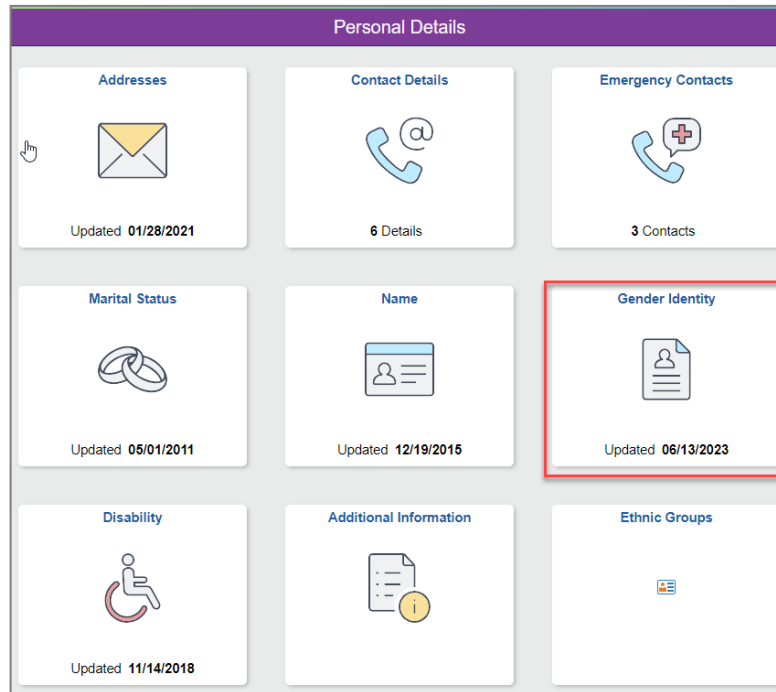Click on the **Employee Dashboard** tile to access Self Service menu.

On the **Employee Dashboard** you'll find access to multiple Self-Service options. O the left side menu click on **My Personal Information**.
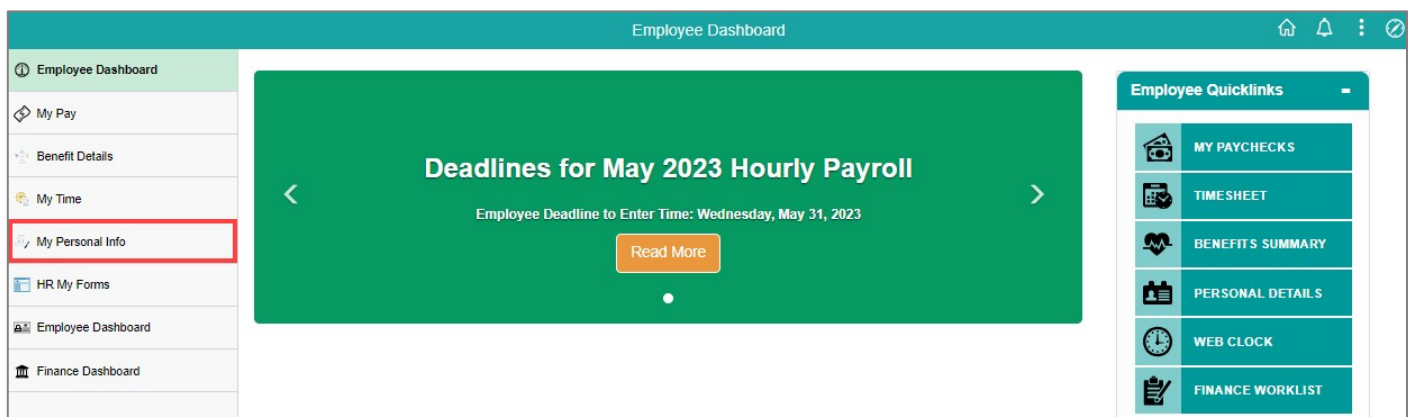
Adding Gender Identity in PeopleSoft

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

Personal Details		
Addresses	**Contact Details**	**Emergency Contacts**
Updated 01/28/2021	6 Details	3 Contacts
Marital Status	**Name**	**Gender Identity**
Updated 05/01/2011	Updated 12/19/2015	Updated 06/13/2023
Disability	**Additional Information**	**Ethnic Groups**
Updated 11/14/2018		

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.

< Personal Details   Gender Identity

Gender Details

Current Sex	Birth Sex	Pronoun	Sexual Orientation	Gender Identity	Status	Approval Status

Cancel	Gender Details	Save

Gender Details

Change As Of _____

Region United States

Current Sex Female

Pronoun _____ 🔍 ⓘ

Sexual Orientation _____ 🔍 ⓘ

Gender Identity _____ 🔍 ⓘ

Voluntary Self-Identification

SDCCD is committed to protecting your privacy. By selecting the "**I agree to self identify**" check box below, you acknowledge that the gender identity details you provided are true and that you identify yourself by these attributes.

☐ I agree to self identify

Check the acknowledgement box and click **Save**. Once you click **Save**, 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.