HOW TO UPDATE YOUR ADDRESS

Employees can now update their residential and mailing address through PeopleSoft Self Service.

Log in to 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 your User ID and Password.
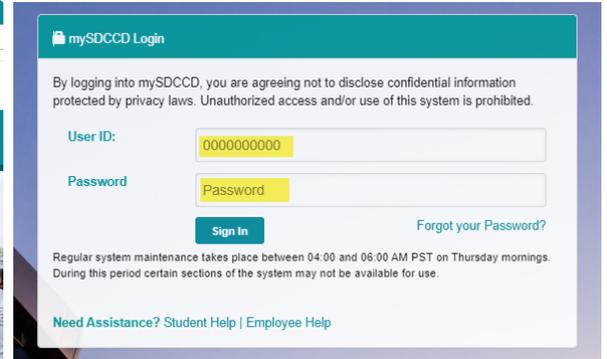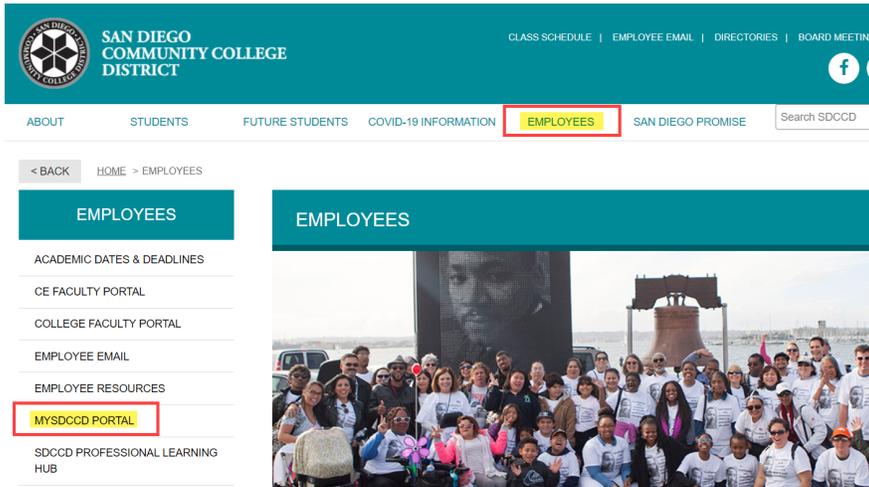
Click on **Employee Dashboard** to access Self Service tiles. Select **My Personal Info** from the Employee Dashboard, then click on the Addresses tile.
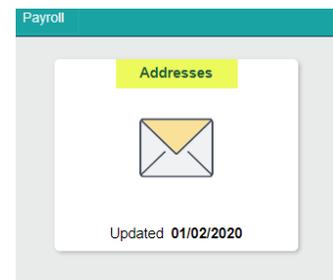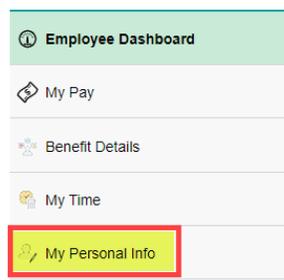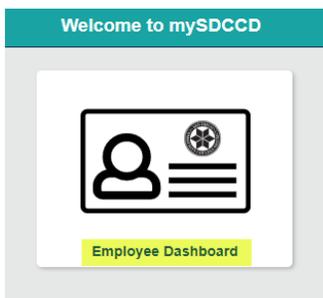
Select "Home Address" for changes to residential address. Use "Mailing Address" IF different from your home address. Update the fields and select "Change As of" date, then click save. NOTE: Paychecks are always mailed to Home Address however, W2's are alwyas mailed to Mailing address IF different from home address.

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