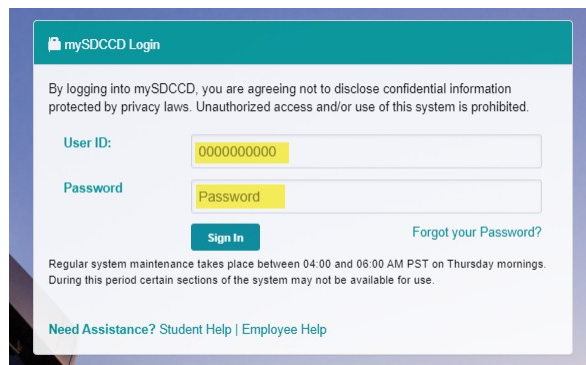
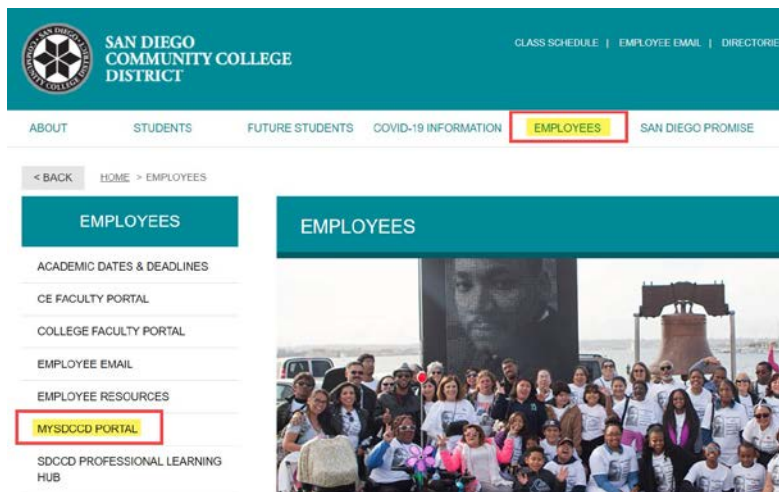


Adding a Preferred First Name in PeopleSoft

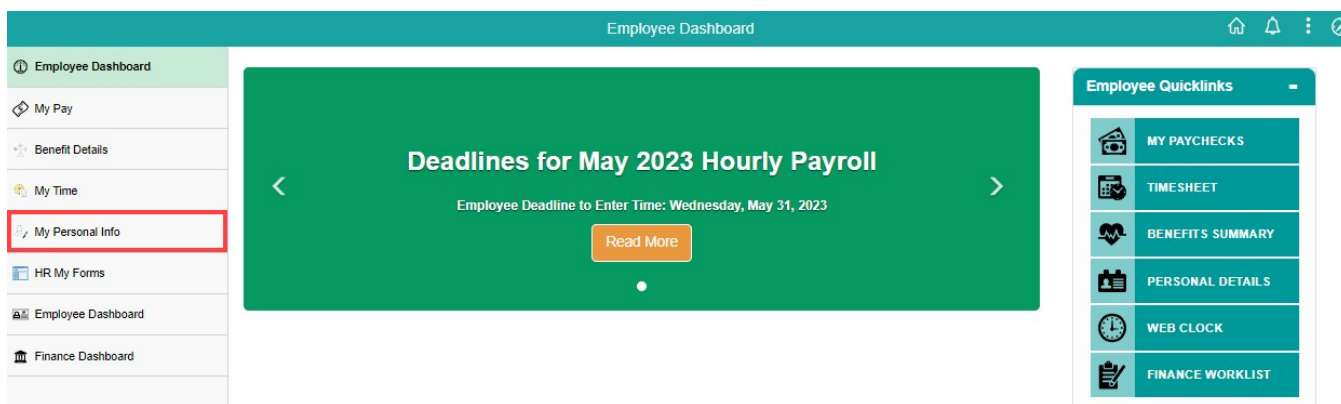
Access the PeopleSoft Portal via the District website. Click on the EMPLOYEES link in the top menu bar. In the EMPLOYEES menu on the left click on MYSDCCD PORTAL. Log in using your User ID and Password.



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

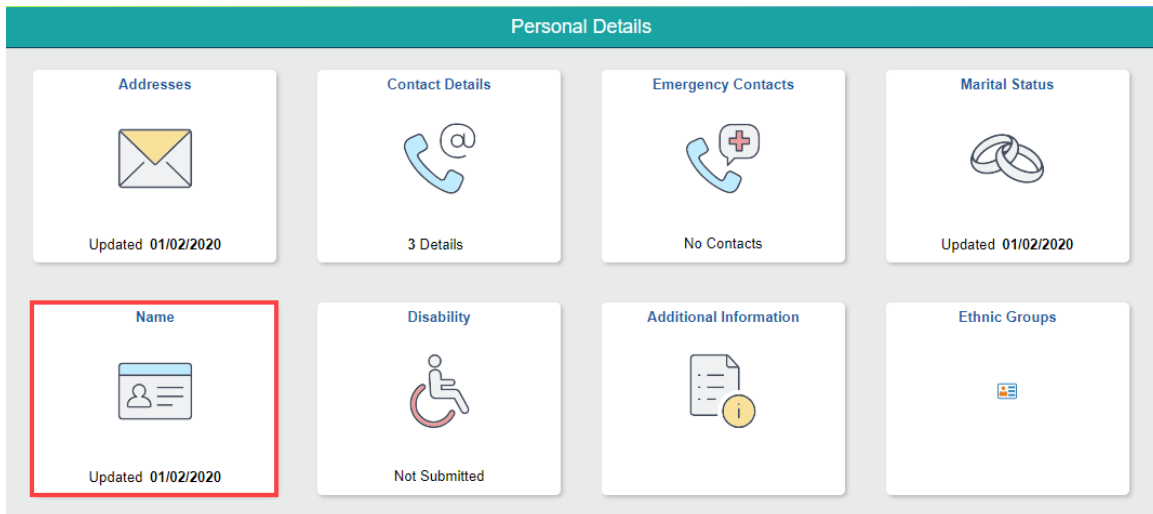


On the Employee Dashboard you'll find access to multiple Self Service options, on the left side menu click on My Personal Information.

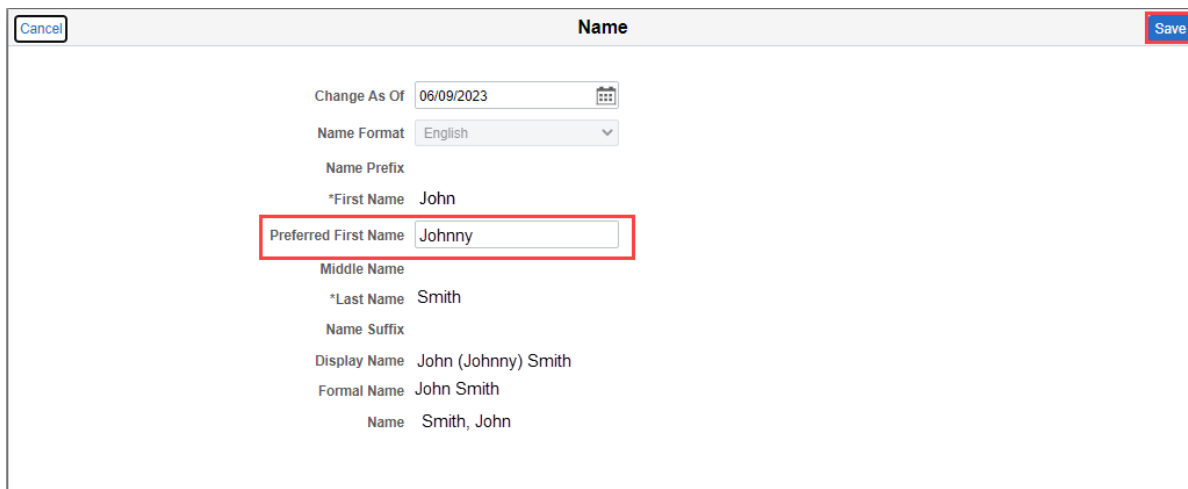
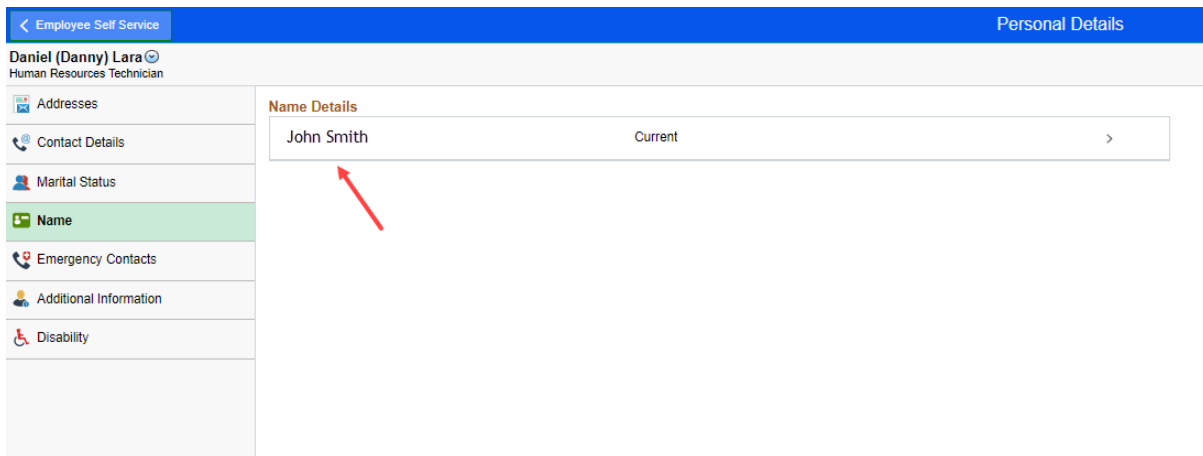


Adding a Preferred First Name in PeopleSoft

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



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.



Adding a Preferred First Name in PeopleSoft

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.

The screenshot shows the 'Personal Details' page for Daniel (Danny) Lara, a Human Resources Technician. The 'Name' section is highlighted in green in the left-hand navigation menu. The 'Name Details' table shows a preferred name 'John (Johnny) Smith' submitted for approval as of 06/09/2023, and a current name 'John Smith'.

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