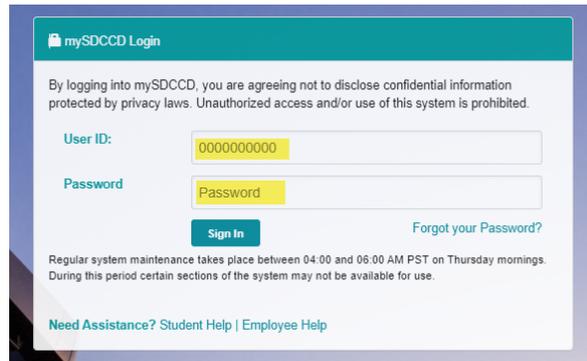
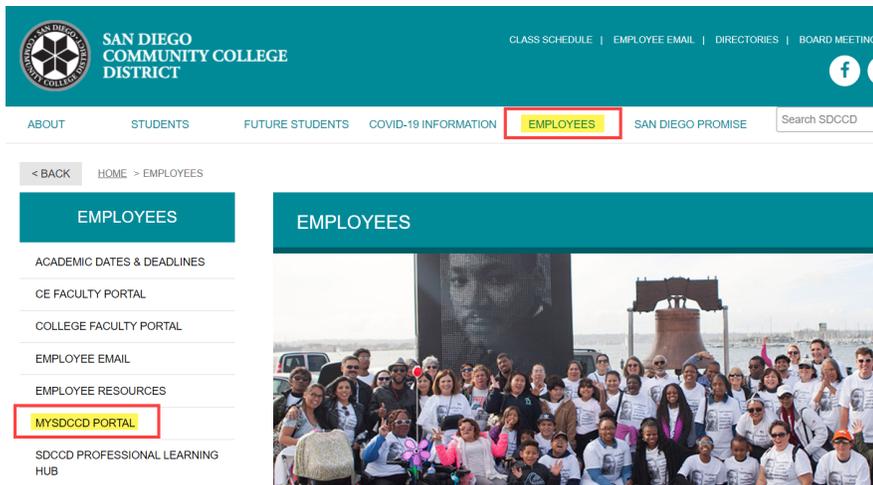
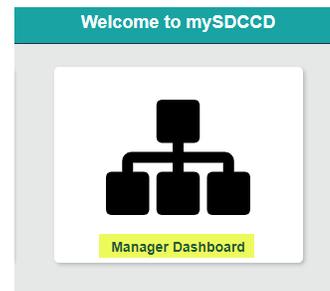
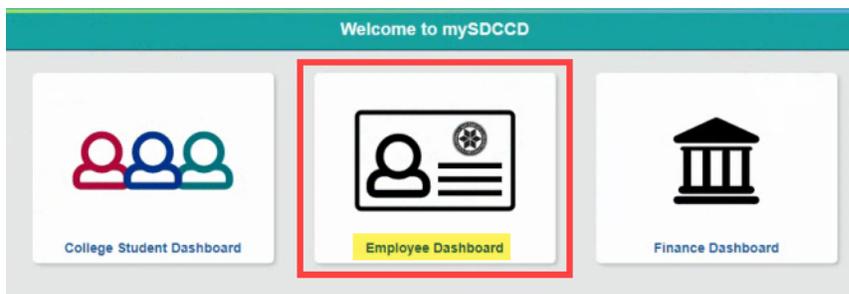


HOW TO ACCESS THE PEOPLESOFT PORTAL

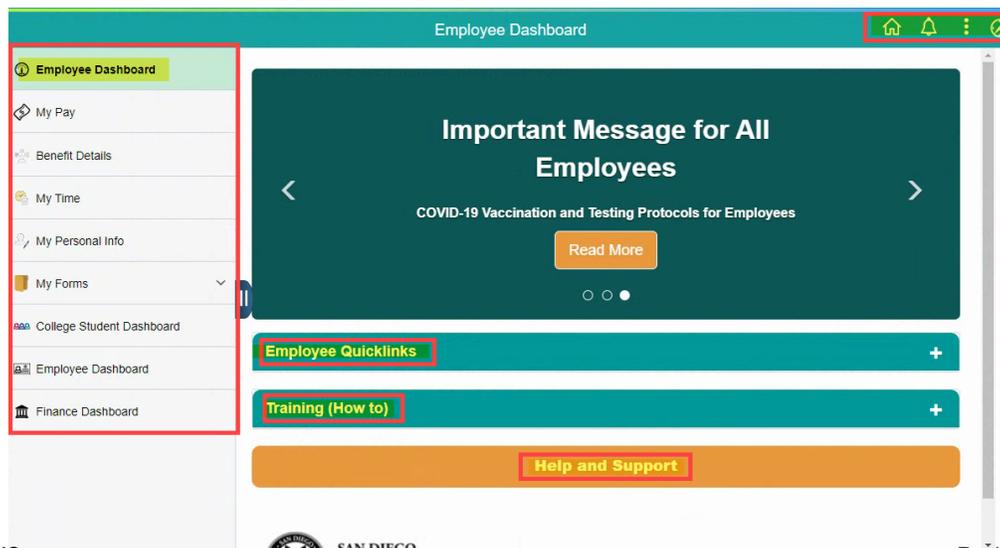
To access the PeopleSoft Portal via the district Website. Click on the **EMPLOYEES** link in the top menu bar. In the **EMPLOYEES** menu on the left click on **MYSDCCD PORTAL**. Log in using your User ID and Password.



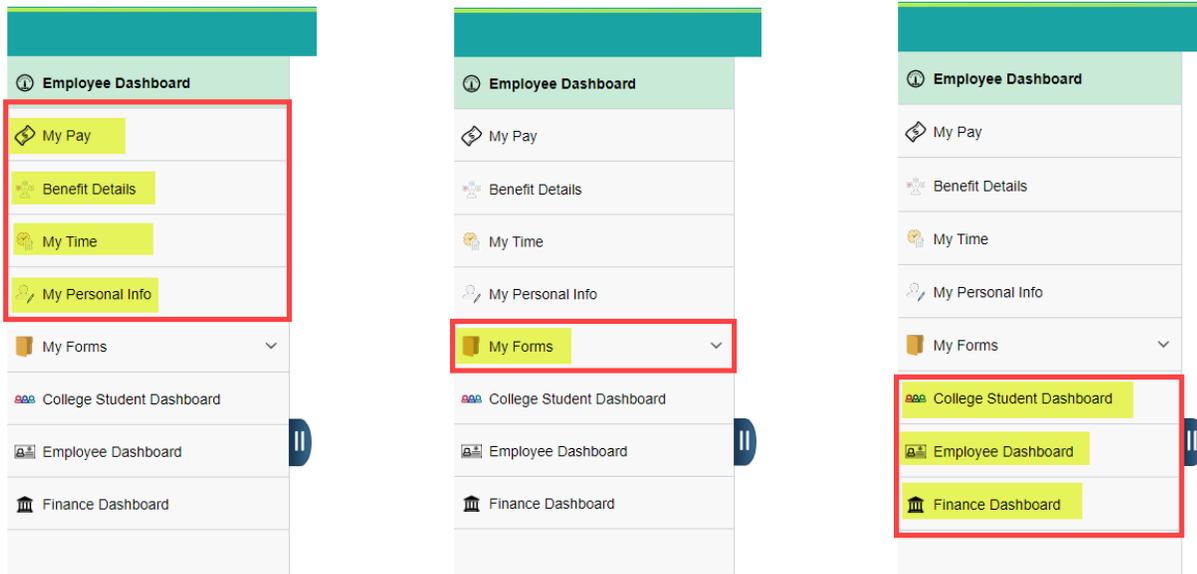
Click on **Employee Dashboard** tile to access Self Service menus. A **Manager Dashboard** for Managers and Supervisors will also have Self service menu.



On the **Employee Dashboard** you'll find access to multiple Self Service options, shortcuts and links to "How to" instructions and additional information. The Manager Dashboard will vary slightly.



Click on the menu options to see all additional Self Service tiles. **My Forms** provides electronic forms that can be completed and submitted directly to HR. You can also toggle between the main menu tiles.



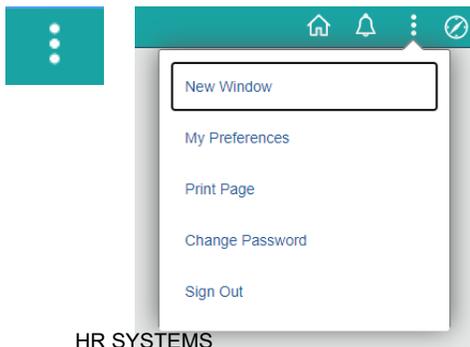
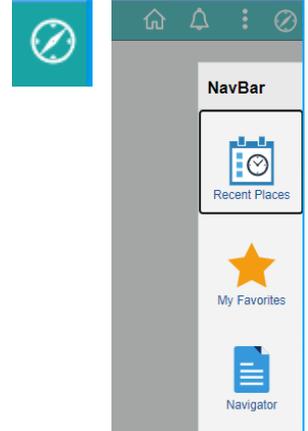
Employee Quicklinks are listed for the more frequently used Self Service tiles. Training (How to) provides links to step by step instructions and general info. Help and Support provides contact information for all HR divisions as well as IT Help Desk



The menu at the top right corner     contains shortcuts and additional features, from notifications to requesting a password change. Some are self explanatory but see below for a quick breakdown on some that aren't so much.

 **Home Page:**
Shortcut to the main menu tiles

 **Notifications:**
A red dot indicates a new important message



My Preferences: Access General and Advanced settings menus to personalize your PeopleSoft Portal.