## **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.

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Employee Dashboard		
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y My Personal Info	Read More	
My Forms 🗸 🗸	0 0 •	
College Student Dashboard		
Employee Dashboard	ployee Quicklinks	+
Trai	ning (How to)	+
	Help and Support	

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

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📩 Benefit Details	📩 Benefit Details	* Benefit Details
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Employee Dashboard	Employee Dashboard	Employee Dashboard
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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

Ŀ	Employee Quicklinks -			Training (How to)
D		MY PAYCHECKS		Benefits
		TIMESHEET	D	General HR Info Payroll & Compensation
	\$	BENEFITS SUMMARY		Personal Information
	Ċ.	PERSONAL DETAILS		Innesneet
	Ê/	FINANCE WORKLIST		Help and Support

The menu at the top right corner  $\widehat{\Omega}$   $\widehat{\Delta}$   $\widehat{i}$   $\bigcirc$  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





HR SYSTEMS

Notifications: A red dot indicates a new important message



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