

## 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.

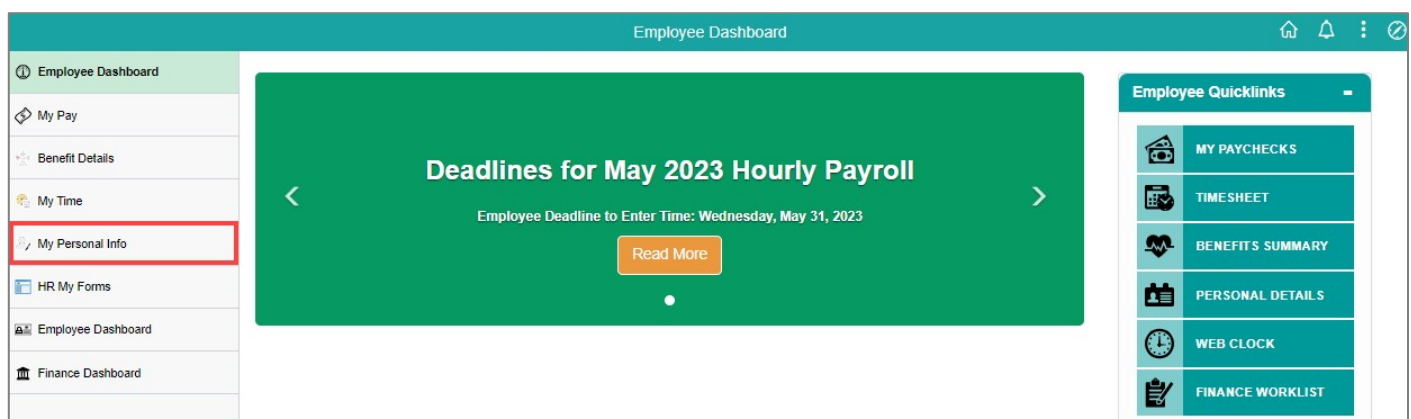
Log in to PeopleSoft via the District website's homepage <https://www.sdccd.edu>. Click **MySDCCD** in the header to access your Employee Dashboard.



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



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

Personal Details

Addresses  
Updated 01/28/2021

Contact Details  
6 Details

Emergency Contacts  
3 Contacts

Marital Status  
Updated 05/01/2011

Name  
Updated 12/19/2015

**Gender Identity**  
Updated 06/13/2023

Disability  
Updated 11/14/2018

Additional Information

Ethnic Groups

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.

Gender Identity

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