![SDCCD logo] **SDCCD** San Diego Community College District

3375 Camino del Rio South, San Diego, CA 92108
People, Culture, and Technology Services [Human Resources] - Employee Services Department
Employment | Compensation | Benefits | Payroll | Payroll Accounting | Retirement Services

Adding a Preferred First Name in PeopleSoft

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

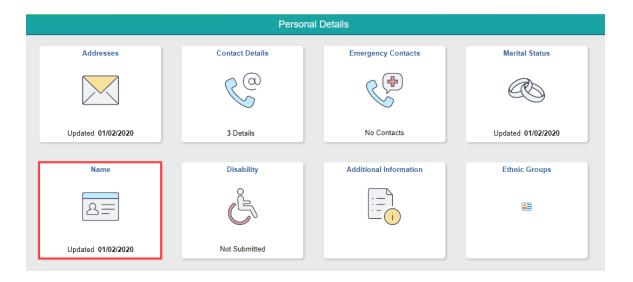Click on the **Employee Dashboard** tile to access Self Service menu.

On the **Employee Dashboard** you'll find access to multiple Self Service options, on the left side menu click on My Personal Information.
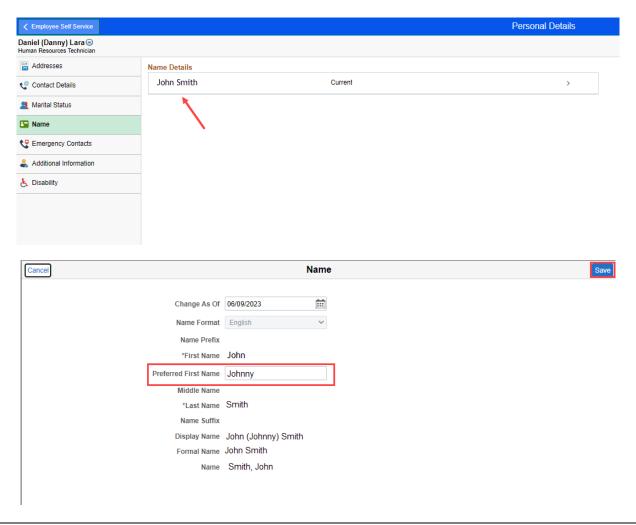
Adding a Preferred First Name in PeopleSoft

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.
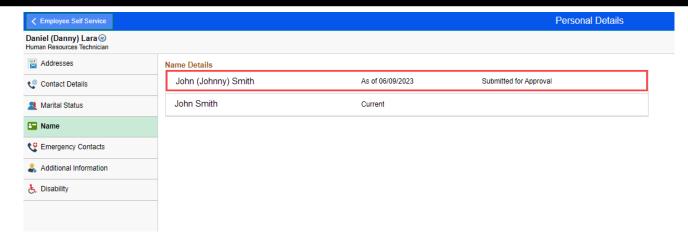
Adding a Preferred First Name in PeopleSoft

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 Oulook can take up to five (5) days.