# HOW TO UPDATE YOUR ADDRESS

Employees can now update their residential and mailing address through PeopleSoft Self Service.

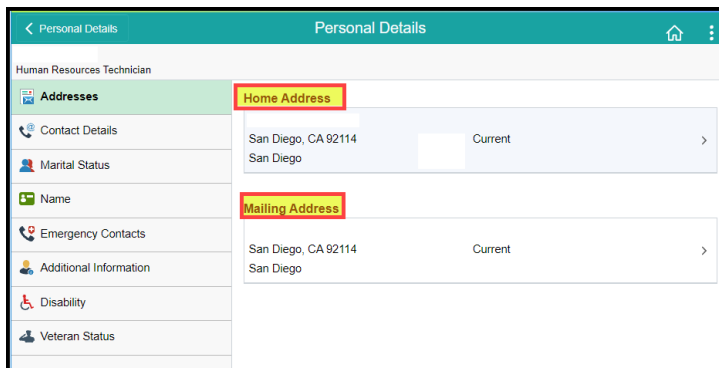Log in to PeopleSoft via the District website's homepage https://www.sdccd.edu. Click **MySDCCD** in the header to access your Employee Dashboard.
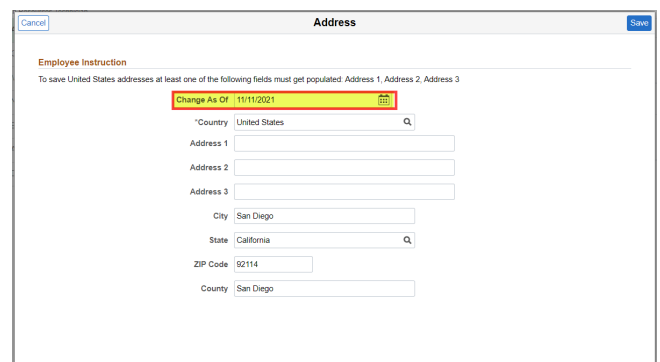

Click on **Employee Dashboard** to access Self Service tiles. Select **My Personal Info** from the Employee Dashboard, then click on the Addresses tile.
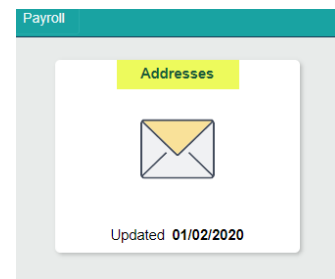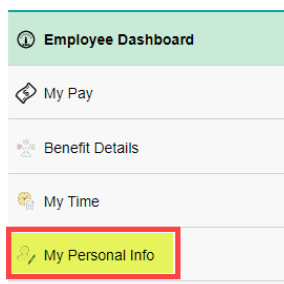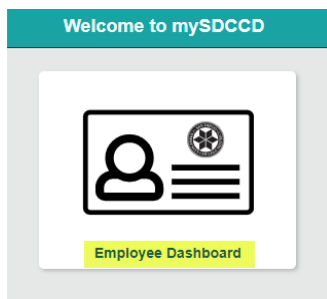
Select "Home Address" for changes to residential address. Use "Mailing Address" IF different from your home address. Update the fields and select "Change As of" date, then click save. NOTE: Paychecks are always mailed to Home Address however, W2's are alwyas mailed to Mailing address IF different from home address.