

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**.



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Click on the Name tile to access the Name Details page.

The image shows a 'Personal Details' dashboard with eight tiles arranged in a 2x4 grid. The tiles are: Addresses (Updated 01/02/2020), Contact Details (3 Details), Emergency Contacts (No Contacts), Marital Status (Updated 01/02/2020), Name (Updated 01/02/2020, highlighted with a red border), Disability (Not Submitted), Additional Information, and Ethnic Groups. Each tile contains an icon representing its category.

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.

The screenshot shows the 'Name Details' page. On the left is a navigation menu with options: Addresses, Contact Details, Marital Status, Name (highlighted), Emergency Contacts, Additional Information, and Disability. The main content area shows 'Name Details' for 'John Smith' with a 'Current' status. A red arrow points to the 'John Smith' text.

The screenshot shows the 'Name' details form. It includes fields for 'Change As Of' (06/09/2023), 'Name Format' (English), 'Name Prefix', '*First Name' (John), 'Preferred First Name' (Johnny, highlighted with a red border), 'Middle Name', '*Last Name' (Smith), 'Name Suffix', 'Display Name' (John (Johnny) Smith), 'Formal Name' (John Smith), and 'Name' (Smith, John). There are 'Cancel' and 'Save' buttons at the top.

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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 Outlook can take up to five (5) days.

< Employee Self Service

Personal Details

Daniel (Danny) Lara

Human Resources Technician

Addresses

Contact Details

Marital Status

Name

Emergency Contacts

Additional Information

Disability

Name Details

John (Johnny) Smith	As of 06/09/2023	Submitted for Approval
John Smith	Current	