



CCE STUDENT PERSONAL INFORMATION

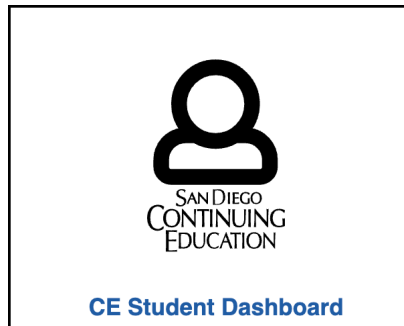
BUSINESS PROCESS: CLASS MANAGEMENT

MODULE: COLLEGE OF CONTINUING EDUCATION FACULTY

INSTRUCTIONS

This step-by-step guide provides students with directions to update their personal information in their student dashboard.

STEP	Instructions
1)	Log into mySDCCD and click on your CE Student Dashboard tile.



STEP	Instructions
2)	On the Student Quicklinks pagelet click Personal Information.

Welcome to Continuing Education, Lisa!

Continuing Education Classes

My Class Schedule | My Grades

Fall 2023 | Spring 2024

Class Nbr.	Course	Title	Status
46907	ACCT 502	Computerized Accounting	Enrolled
	West City - Clsrm		MW: 08:00 AM-09:00 AM

Enroll | Class Search | My Planner | My Education Plan | View Unofficial Transcript

Last Updated: 01/25/2024 07:15 PM

My To-Do List

You currently have no to-do items.

Calendar and Deadlines

- 12/04/2023 - Spring 2024 Enrollment Begins
- 01/31/2024 - Start of Spring 2024 Semester
- 02/16/2024 - Lincoln Day (No Classes in Session)
- 02/19/2024 - Washington Day (No Classes in Session)
- 03/25/2024 to 03/30/2024 - Spring Break (No Classes in Session)
- 03/29/2024 - Cesar Chavez Day (No Classes in Session)

Student Quicklinks

- MESSAGE CENTER
- CE - CLASS SEARCH
- CE - PROGRAMS
- VIEW UNOFFICIAL TRANSCRIPT
- CANVAS
- HANDSHAKE - JOBS & INTERNSHIPS
- REQUEST OFFICIAL TRANSCRIPTS
- PERSONAL INFORMATION**

You have 1 item pending.



STEP	Instructions
3)	You will be directed to a series of tabs containing the personal information you've provided to SDCCD through your college application.

Lisa Simpson

Addresses | Names | Phone Numbers | Email Addresses

Addresses

View, add, change or delete an address.

Address Type	Address	
Mail	742 Evergreen Terrace Springfield, IL 92108	

Add a new address

Updating or Adding your Address:

STEP	Instructions
1)	On the Addresses tab you can click the pencil icon to edit an existing address or click the Add a new address button to add a new address.

Lisa Simpson

Addresses | Names | Phone Numbers | Email Addresses

Addresses

View, add, change or delete an address.

Address Type	Address	
Mail	742 Evergreen Terrace Springfield, IL 92108	

Add a new address

Click here to add (points to 'Add a new address' button)

Click here to edit (points to pencil icon)



STEP	Instructions
2)	If editing an existing address: A. Update the address. B. Click the OK button.

Edit Address

Country United States [Change Country](#)

A *Address 1 742 Evergreen Terrace

Address 2

Address 3

City Springfield

State IL [Illinois](#)

Postal 92108

County

B OK Cancel

STEP	Instructions
3)	If adding a new address: A. Complete the Address form. B. Click the OK button.

Edit Address

Country United States [Change Country](#)

A *Address 1

Address 2

Address 3

City

State

Postal

County

B OK Cancel



STEP	Instructions
4)	<p>On the Change Address page:</p> <ul style="list-style-type: none"> A. Review the address displayed. If needed, correct the address by clicking the Edit Address link. B. Select the Address Type. C. Confirm the update by clicking the Save button. D. Click the OK button on the Save Confirmation page. <p>Note: Items mailed to you, including financial aid checks, will be sent to the "mail" address type we have on file.</p>

Addresses

Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Change Address

A 743 Evergreen Terrace
Springfield, CA 92108 Edit Address

B

Address Types

- Home
- Mail

Date changes will take effect (example: 12/31/2000)

C

Save

[Return to Current Addresses](#)

Change Address

Save Confirmation

The Save was successful.

D

OK

STEP	Instructions
5)	End of Process.



Updating or Adding A Preferred Name:

STEP	Instructions
1)	On the Names tab , click the Add a new name button .

Lisa Simpson

Addresses **Names** Phone Numbers Email Addresses

Names

SDCCD permits the use of ¿Preferred Names¿ by which a person requests they are addressed. This name will show on the class roster, communications, and display in mySDCCD. Preferred names may be used as long as it is not in any form of misrepresentation or fraud. In addition, the district reserves the right to remove the preferred name if it contains inappropriate or offensive language. Any removal of inappropriate preferred names will default to the person¿s legal name and may result in further action.

Note: Your preferred name will not appear on your transcript, diploma, TAO (faculty), or any other legal document created on your behalf by SDCCD. These types of documents will be reported in your Primary (legal) name.

To change your Primary name: Students, please bring a photo ID and legal documentation of the change to the campus Admissions office. Employees, please contact Human Resources.

Name Type	Name
Primary	Lisa Simpson

Add a new name



STEP	Instructions
2)	<p>On the Add a new name page:</p> <ul style="list-style-type: none"> A. Select the Preferred Name Type and enter your preferred name into the form. B. Click the Save button. C. Click the OK button on the Save Confirmation page. <p>Note: Only preferred name can be added through this form. Changes to primary name are processed through the College Admissions and Records Office.</p>

Lisa Simpson

Names

Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

A

Name Type Preferred

Format Using English Change Format

Prefix

*First Name

Middle Name

*Last Name

Suffix

Date new name will take effect 01/25/2024 (example: 12/31/2000)

Save **B** Return to Current Names

Change name

Save Confirmation

✓ The Save was successful.

OK **C**

STEP	Instructions
3)	End of Process.



Updating or Adding your Phone Numbers:

STEP	Instructions
1)	On the Phone Numbers tab , update the existing phone numbers or click the Add a Phone Number button .

Edit the fields for existing phone numbers

Lisa Simpson

Addresses | Names | **Phone Numbers** | Email Addresses

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Emergency	619/300-8299		001	<input type="checkbox"/>	
Main	619/388-7000		001	<input checked="" type="checkbox"/>	

Add a Phone Number

Save

* Required Field

Click this button to add a new phone number



STEP	Instructions
2)	<p>If adding a new phone number:</p> <ol style="list-style-type: none"> Select the Phone Type (Emergency, Main, Other). Enter the Telephone number. Indicate if this is your preferred phone number by checking the box. Click the Save button. Click the OK button on the Save Confirmation page.

The screenshot shows the 'Phone Numbers' section of a user profile page. It includes a table with columns for Phone Type, Telephone, Ext, Country, Preferred, and a delete icon. A 'Save' button is located below the table. A 'Save Confirmation' dialog box is shown on the right with an 'OK' button. Annotations A through E point to specific elements: A (Phone Type dropdown), B (Telephone number input), C (Preferred checkbox), D (Save button), and E (OK button).

*Phone Type	*Telephone	Ext	Country	Preferred	
Emergency	619/300-8299		001	<input type="checkbox"/>	🗑️
Main	619/388-7000		001	<input checked="" type="checkbox"/>	🗑️
Other				<input type="checkbox"/>	🗑️

STEP	Instructions
3)	End of Process.



Updating or Adding your Email Address:

STEP	Instructions
1)	On the Email Addresses tab , add a personal email address if you do not currently have one listed. Click the Add an Email Address button .

STEP	Instructions
2)	On the Email Addresses tab : A. Select the 'Email' Email Type . B. Enter the Email Address . C. Click the Save button . D. Click the OK button on the Save Confirmation page.

STEP	Instructions
3)	End of Process.