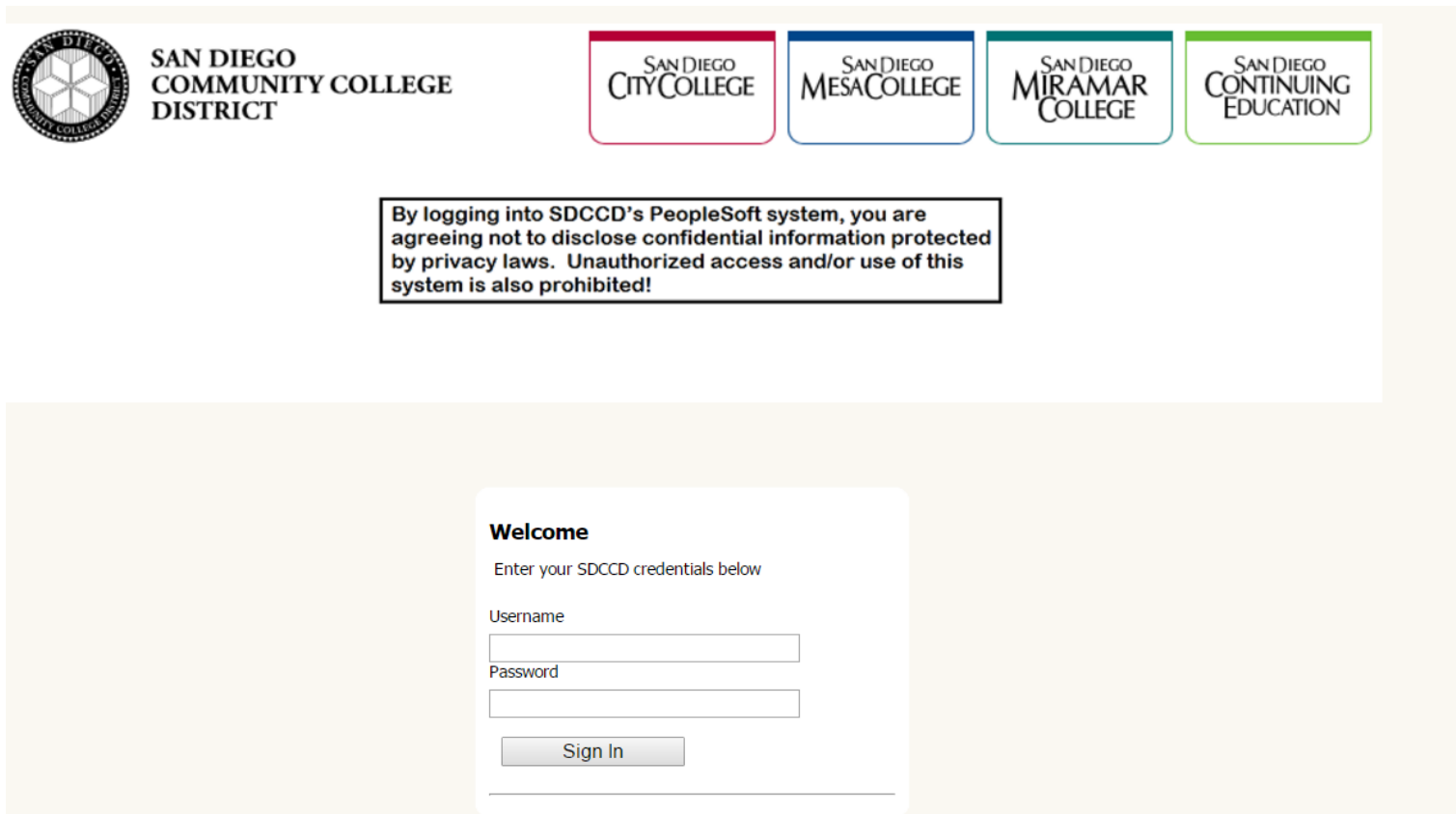


MESA HCM JOB AID

LOGIN TO PEOPLESOFT VIA PORTAL

- 1 Login to PeopleSoft using either *Chrome*, *Firefox* or *Internet Explorer* . You may access the Portal via the District website, select Employee Resources Tab, then navigate to the PeopleSoft MyPortal link. Or you may login directly per below.

<https://myportal.sdccd.edu/>



The screenshot shows the login page for the PeopleSoft system. At the top left is the San Diego Community College District logo. To its right are four colored boxes representing the constituent colleges: San Diego City College (red), San Diego Mesa College (blue), San Diego Miramar College (teal), and San Diego Continuing Education (green). Below these is a black-bordered box with a warning: "By logging into SDCCD's PeopleSoft system, you are agreeing not to disclose confidential information protected by privacy laws. Unauthorized access and/or use of this system is also prohibited!". The main login area is a white box with the heading "Welcome" and the instruction "Enter your SDCCD credentials below". It contains two input fields: "Username" and "Password", followed by a "Sign In" button.

MESA HCM JOB AID

LOGIN TO PEOPLESFT VIA PORTAL

- 2 Enter your Network User ID and Password (the same as you use to login to your email). Select **Sign In**.

SAN DIEGO COMMUNITY COLLEGE DISTRICT

SAN DIEGO CITY COLLEGE

SAN DIEGO MESA COLLEGE

SAN DIEGO MIRAMAR COLLEGE

SAN DIEGO CONTINUING EDUCATION

By logging into SDCCD's PeopleSoft system, you are agreeing not to disclose confidential information protected by privacy laws. Unauthorized access and/or use of this system is also prohibited!

Welcome
Enter your SDCCD credentials below

Username
ragatha

Password
.....

Sign In

- 3 If you have issues logging in, contact the IT Help Desk at **xt 7000** or email ithelp@sdccd.edu

NOTE - If you try to login 3 times it will lock you out and you will have to contact the IT Help Desk.