

IMPORTANT INFORMATION FOR ALL FACULTY

All student and faculty Social Security Numbers (SSN) and assigned identification numbers (“D”) have been converted to a permanent unique 7-digit ID, called CSID (College System Identification).

Beginning October 3, 2005, faculty began using the CSID to login to both Faculty Web Services and the Instructional Improvement/Flex website.

Following is a brief Q&A.

How do I get the New CSID Number?

To obtain your **CSID**, go directly to <https://faculty.sdccd.edu/facultyid> or click on the “Get Your New CSID” button from Faculty Web Services.

Will my password for Faculty Web Services and Flex change?

No, you will continue to use your self-assigned password for both Faculty Web Services and Instructional Improvement/Flex. If you only have nonclassroom assignments, you will be required to self-assign a password upon initial entry to the system.

Will we get new photo ID cards?

Faculty who would like a new photo ID card should send their old ID card to the District Student Services Office, Attn: ID Replacement and include their college location. A new ID card will be printed using the current photo on file and be returned via district mail at the location indicated. In addition, stickers are available to affix onto your current ID card from campus Instructional Services offices.

If you do not currently have a photo ID, call 619-388-6924 to schedule an appointment to obtain one at your convenience.

Will my roster have the new student ID?

Yes, the use of CSID will be universal for faculty and students. The downloadable roster, drop sheet and grade sheet will all display the 7-digit CSID.

If you have any questions, please contact your Dean or Vice President.