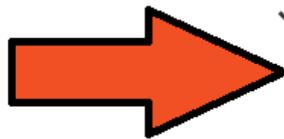




Guide on How to Enter Personal and Contact Information

CREATED BY THE OFFICE OF FACULTY AFFAIRS
2024

1. Log into my.utrgv.edu
2. Click on the FPT icon in your application section



▼ **General Information**

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Employment History
- Awards and Honors
- Consulting
- Degrees
- Graduate/Post-Graduate Training
- External Connections and Partnerships

3. Enter your Prefix
4. Type your First Name
5. If you prefer another name, type your Preferred First Name
6. Type your Middle Name if you have one
7. Type your Last Name
8. Type any Alternative Name you Publish Under or Endowed Position, if any
9. Select if you are a PhD Student
10. Type your Email Address
11. Select which Campus you are located in
12. Select which Building your office is located in
13. Type in your Office Room Number
14. Type in your Office Phone Number including the Area Code

15. Type in your Department Phone Number including the Area Code

16. Type in your Fax Number including the Area Code

17. Type in your Personal Website, if any

Fields marked "P" will appear in your public web profile at www.utrgv.edu/faculty. For more information on editing your profile, see www.utrgv.edu/facultysuccess

Prefix



First Name

Preferred First Name

Middle Name

Last Name

Suffix

Alternative Name You Publish Under (e.g., an anglicized name), if any

Name of Endowed Position (if any)

Is this a PhD Student?

E-Mail Address ^P

Campus

Building Where Your Office is Located ^P



Office Room Number ^P

^P Office Phone

Office Phone Areacode ^P

Office Phone Prefix ^P

Office Phone Suffix ^P

Department Phone

Department Phone Areacode

Department Phone Prefix

Department Phone Suffix

Personal Website

Show Personal Website on Faculty Web Profile? ^P

Date of Birth

Month

Day

Year

Gender

Race/Ethnicity [Ⓔ]

U.S. Citizen or Permanent Resident?

Brief Biography (30 Words or Fewer) ^P



B I U x² x₂ ↺ ☒ ↻

Teaching Interest(s) ^H

B I U x² x₂ ↺ ☒ ↻

Research Interest(s) ^H 

B I U x² x₂ ↺ ↻ ↗

→

▼ Research Interest(s)/Area(s) of Expertise (1)

1st Research Interest(s)/Area(s) of Expertise Actions ▼

⋮ Research Interest ^P

+ ADD ROW

←

Service Interest(s) ^H

B I U x² x₂ ↺ ↻ ↗

General Skills ^H

B I U x² x₂ ↺ ↻ ↗

→

Drop file here or select to upload

Make downloadable CV available on Faculty Web Profile? ^P

Yes (auto-generated) No

18. View your profile at www.utrgv.edu/faculty

If you have any questions about this guide, please contact the Office of Faculty Affairs at FPT@utrgv.edu