The University of Texas
Rio Grande Valley

How to Update Your Contact Information
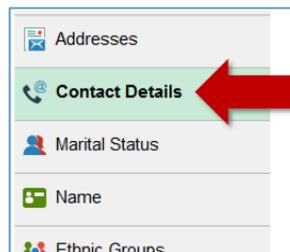
Log in to **MyUTRGV**
(https://my.utrgv.edu/).

Click on the **PeopleSoft** icon found on the
Applications section.
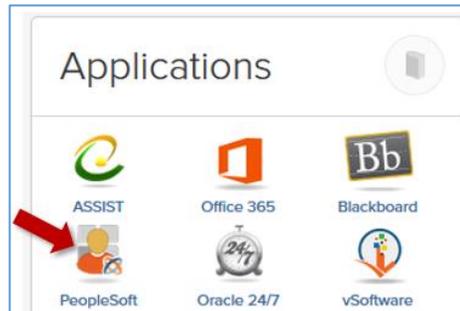
From The Employee Self Service section,
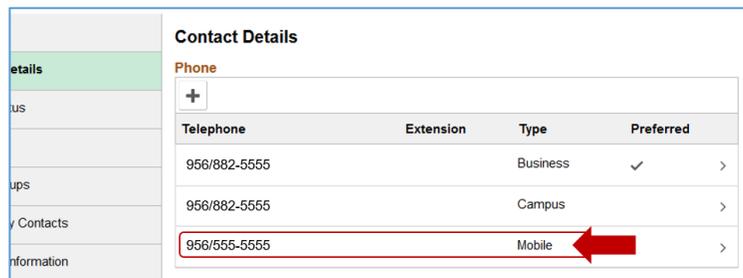click on the **Personal Details** icon**.**

Click on **Contact Details** found on the
upper left corner.

Under the Contact Details section, you
will find a category labeled **Phone**. Verify
that the phone number under "Mobile"
is correct. This is the number that will be
used for emergency notifications.

If the Mobile phone number needs to be
changed, click on the mobile row to
update.

If there is no personal number listed as
Mobile, click on the plus sign to add one
and click on "Save" when done.