

Employee Self Service- Review and Update Personal Information

ADDRESS AND MAILING ADDRESS



Microsoft Authenticator (MFA)

Access to PeopleSoft from remote locations (off -campus) requires Microsoft Authenticator (MFA)

Example: Approving purchases, submitting absence and timecards, approving a workflow, etc.

UTRGV uses Microsoft Multifactor Authenticator (MFA) to keep our information and applications secure.

For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.

Applications



ASSIST



M365



D2L Brightspace



V Link



Engagement
Zone



Academic
Impressions



iTravel



Watermark



PeopleSoft



HR Portal



E-Learn

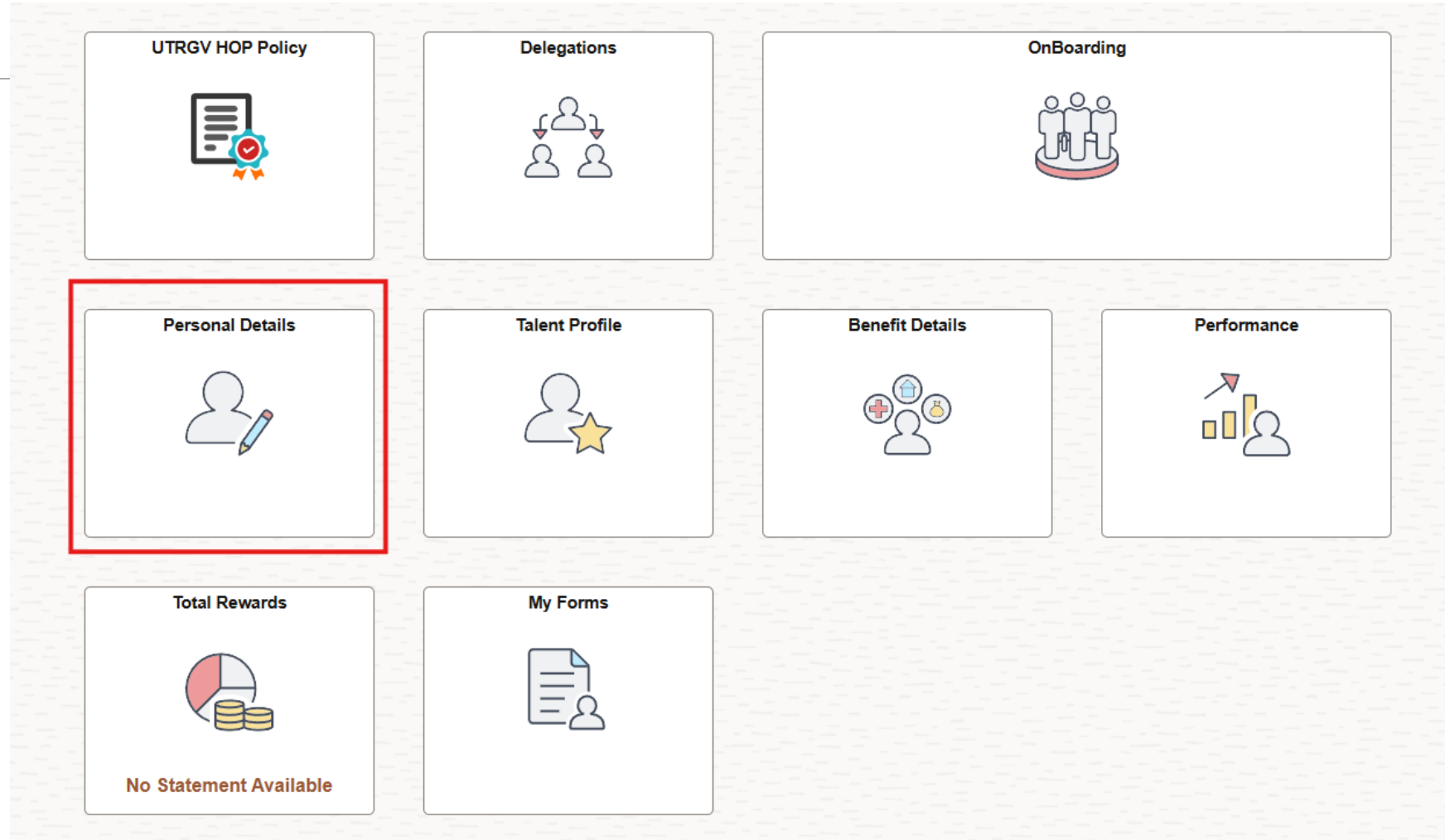


12Twenty

Navigate to Personal Details

1. PeopleSoft opens to the Employee Self Service page

2. Scroll to the bottom of the page and select **Personal Details** Tile



Navigate to Addresses

Personal Details Dashboard

Addresses

Updated 08/24/2023

Contact Details

Emergency Contacts

1 Contact

Marital Status

Updated 08/24/2023

Name

Updated 08/24/2023

Ethnic Groups

1 Ethnic Group

Disability

Not Submitted

Veteran Status

Not Submitted

Additional Information

To edit your address, select **Addresses**

Personal Detail Page with Address

Search in Menu

Personal Details

WS Student Assistant

To edit your current address, select the **Home Address Box**

Home

1201 W University Dr
Edinburg, TX 78539-2909
Hidalgo

Current

>

Mailing

No Mailing Address exists.

Add Mailing Address

Filling out Home Address Page

Cancel

Home Address

Save

Instructions

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3, Address 4

Change As Of

Address Type

Home

*Country

United States

Address 1

Address 2

Address 3

City

State

Postal

County

Clear

Make any necessary changes, then click **Save**If you do not want to make any changes at this time, click **Cancel**

Navigating to Mailing Address

 |   

Q Search in Menu

Personal Details

 WS Student Assistant 

Home

1201 W University Dr
Edinburg, TX 78539-2909
Hidalgo

Current >

Mailing

No Mailing Address exists.

Add Mailing Address

To add a mailing address, select **Add Mailing Address**

Filling out Mailing Address

Cancel

Mailing Address

Save

* Indicates required field

Adding/Updating Mailing Address

Make any new changes, then click Save

If you do not wish to make any changes, click Cancel

Instructions

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3, Address 4

Change As Of

Address Type Mailing

*Country

United States

Address 1

Address 2

Address 3

City

State

Postal

County

Clear

Adding/Updating Mailing Address:

Make any necessary changes, then click **Save**

If you do not want to make any changes, click **Cancel**

Navigate to Home Page



Search in Menu



Personal Details



WS Student Assistant



Home

1201 W University Dr Edinburg, TX 78539-2909 Hidalgo	Current
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Mailing

No Mailing Address exists.

Add Mailing Address

Click the **Home Button**



to return to the
PeopleSoft Homepage

Sign Out of PeopleSoft

The screenshot displays the PeopleSoft Employee Self Service interface. The top navigation bar includes the University of Texas Rio Grande Valley logo, a clock icon, a heart icon, a 'Menu' dropdown, a search bar labeled 'Search in Menu', and a magnifying glass icon. The main content area is titled 'Employee Self Service' and contains a grid of service tiles: 'Delegations', 'OnBoarding', 'Personal Details', 'Talent Profile', 'Benefit Details', 'Performance', 'Total Rewards' (with a 'No Statement Available' message), and 'My Forms'. On the right side, a 'More Options' menu is open, listing 'New Window', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is highlighted with a red rectangular box. A red arrow points from a yellow instructional box to this 'Sign Out' option.

The University of Texas
Rio Grande Valley

Menu Search in Menu

Employee Self Service

1 of 6

Delegations

OnBoarding

Personal Details

Talent Profile

Benefit Details

Performance

Total Rewards

No Statement Available

My Forms

New Window

My Preferences

Help

Sign Out

You may sign out of PeopleSoft by selecting the more options icon

Then select **Sign Out**

Congratulations!
You have successfully completed this
topic.
