

# Employee Self Service- Review and Update Personal Information

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ADDRESS AND MAILING ADDRESS



# Microsoft Authenticator (MFA)

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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:

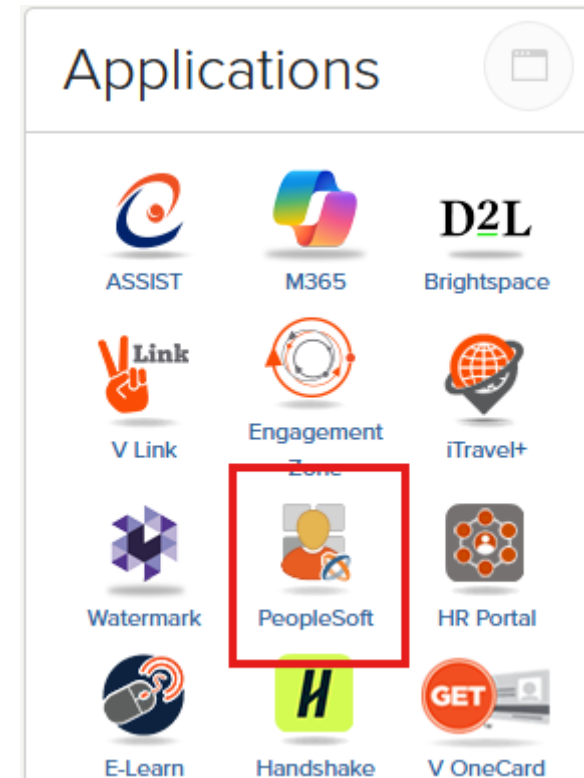
[Microsoft Multifactor Authentication.](#)



# Log In

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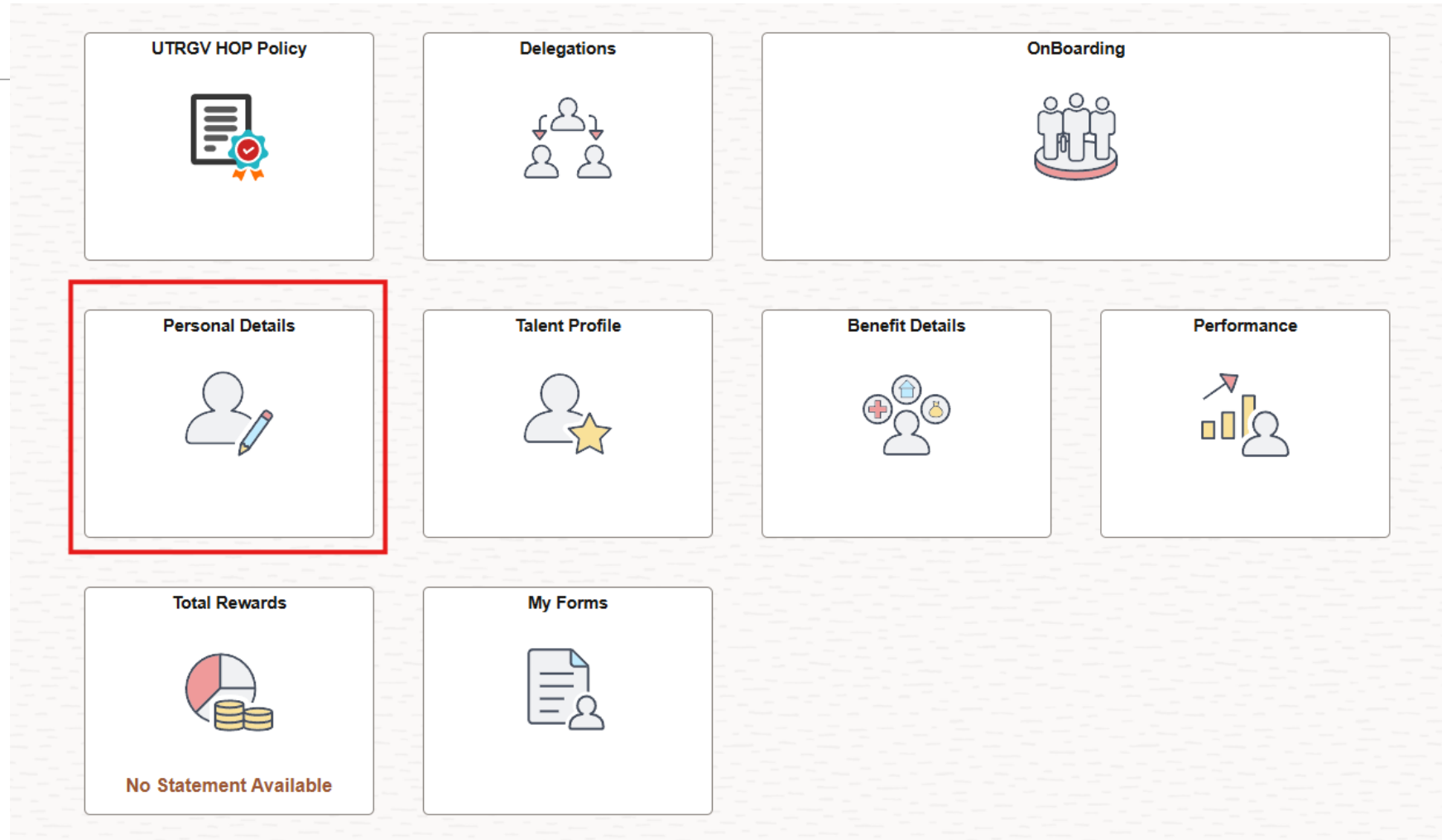
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



# 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

The screenshot shows a web application interface for a "Personal Details Dashboard". At the top, there is a navigation bar with a search bar labeled "Search in Menu" and several utility icons. The dashboard itself is a grid of cards representing different personal information categories. The "Addresses" card is highlighted with a red border. A yellow callout box with a red arrow points to the "Addresses" card, containing the text: "To edit your address, select **Addresses**".

**Personal Details Dashboard**

- Addresses**  
Updated 08/24/2023
- Contact Details**  
1 Contact
- 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**

# Personal Detail Page with Address

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

# Filling out Home Address Page

Details

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

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

The screenshot shows a user profile page with a red navigation bar at the top. The bar contains a back arrow, a clock, a heart, a person icon, a search bar labeled "Search in Menu", a home icon, a vertical ellipsis, and a refresh icon. Below the bar is a "Personal Details" section with a profile picture and the name "WS Student Assistant". The "Home" section displays the address "1201 W University Dr, Edinburg, TX 78539-2909, Hidalgo" and is labeled "Current". The "Mailing" section shows "No Mailing Address exists." and a blue "Add Mailing Address" button. A red box highlights the button, and a yellow callout box with a red arrow points to it, containing the text: "To add a mailing address, select **Add Mailing Address**".

**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*

**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

Address 1

Address 2

Address 3

City

State

Postal

County

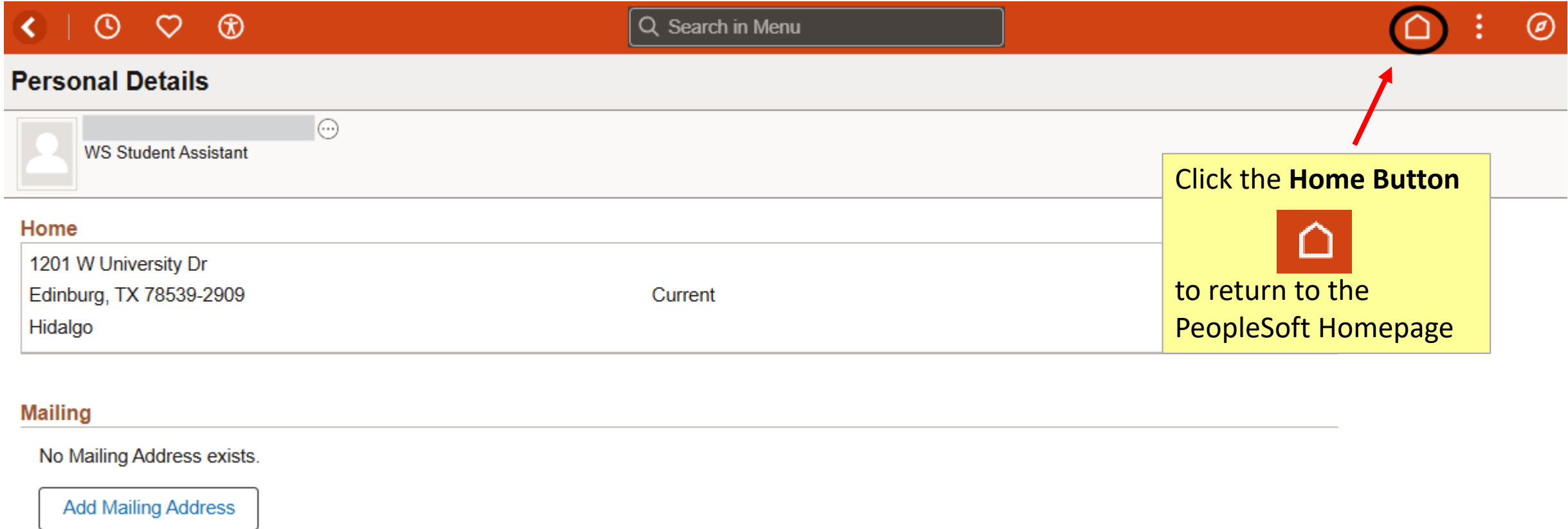
Clear

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



The screenshot displays the top navigation bar of a PeopleSoft application. On the left, there are icons for back, refresh, favorite, and user profile. In the center is a search bar labeled "Search in Menu". On the right, there is a home button (house icon) circled in black, followed by a menu icon (three vertical dots) and a refresh icon. A red arrow points from a yellow callout box to the home button. The callout box contains the text "Click the Home Button" and "to return to the PeopleSoft Homepage", with a red house icon in the center. Below the navigation bar, the "Personal Details" section shows a user profile for "WS Student Assistant". The "Home" section lists the address "1201 W University Dr, Edinburg, TX 78539-2909, Hidalgo" and the status "Current". The "Mailing" section indicates "No Mailing Address exists." and includes a button labeled "Add Mailing Address".

Personal Details

WS Student Assistant

Home

1201 W University Dr  
Edinburg, TX 78539-2909  
Hidalgo

Current

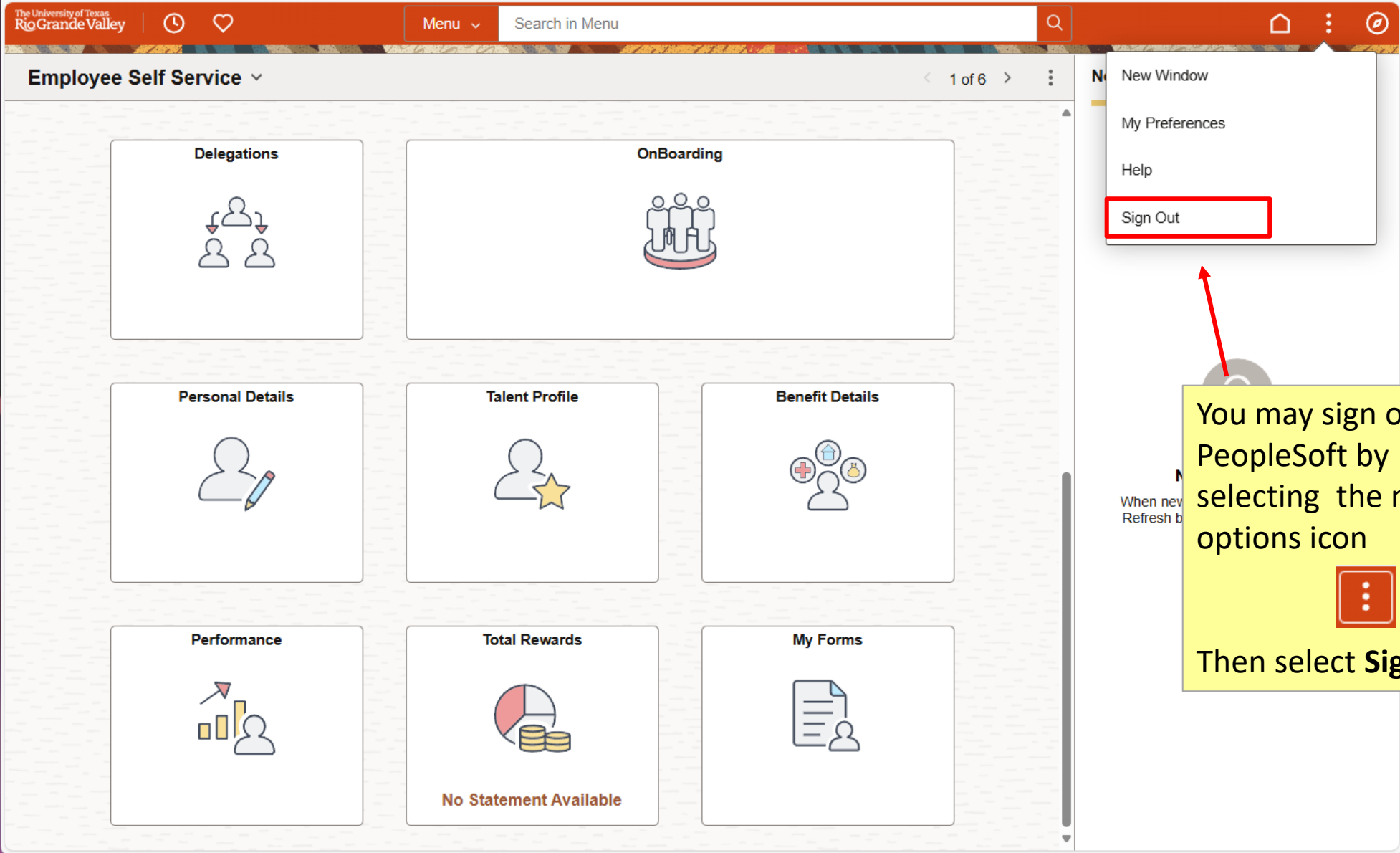
Mailing

No Mailing Address exists.


Add Mailing Address

Click the **Home Button**  
to return to the  
PeopleSoft Homepage

# Sign Out of PeopleSoft



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



Then select **Sign Out**

Congratulations!  
You have successfully completed this  
topic.

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