

Employee Self Service- Review and Update Personal Information

CONTACT DETAILS

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

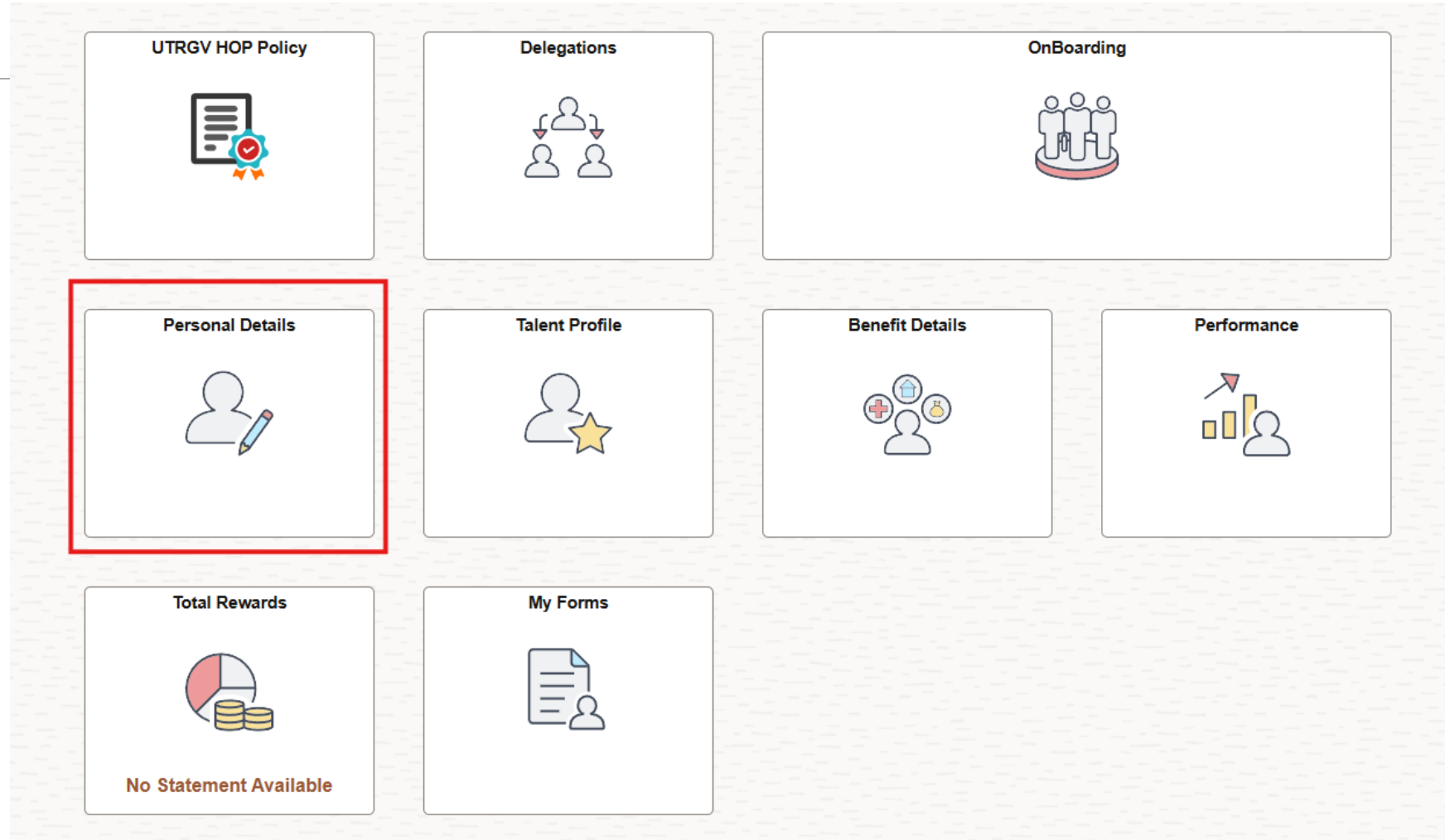


12Twenty

Navigate to Personal Details

1. PeopleSoft opens to the Employee Self Service page

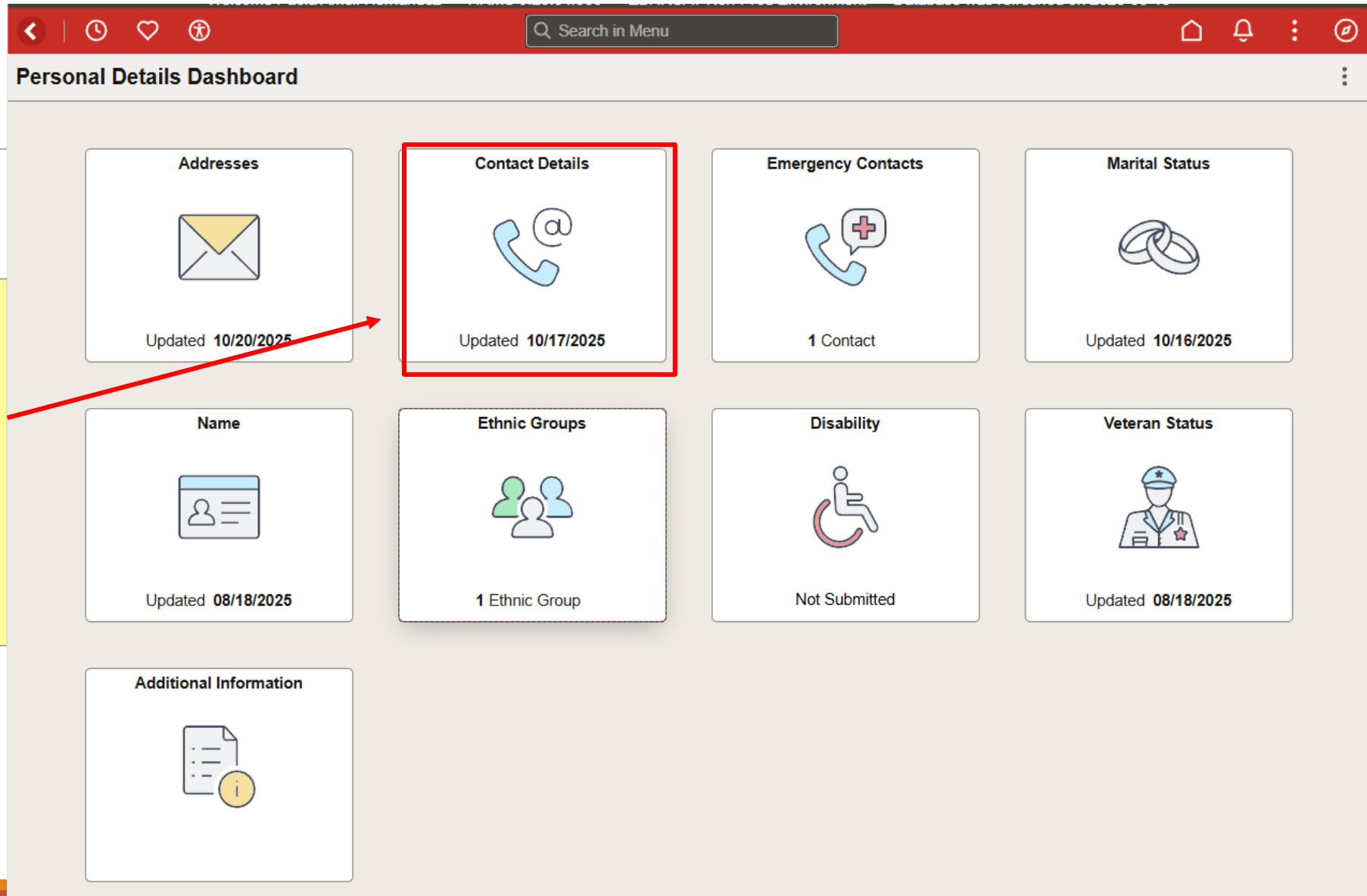
2. Scroll to the bottom of the page and select **Personal Details** Tile



Navigate to Contact Details

The **Personal Details Dashboard** page will open.

To update or review phone numbers and email select **Contact Details** tile



Student Experience Internship

Phone

+

555/555-5555

Mobile

✓

>

+

Email Address

business.university@utrgv.edu

home.university@utrgv.edu

Type

Business

Home

Preferred

✓

>

>

No instant message exists.

Add IM

No instant message exists.

Add IM

Adding a New Phone Number: Type Selection

The screenshot shows a web form titled "Phone Number". At the top left is a "Cancel" button and at the top right is a "Save" button. Below the title bar, there is a note: "* Indicates required field". The form contains several fields: a "Type" dropdown menu, a "Preferred" checkbox, a required "*Number" text field, and an "Extension" text field. The "Type" dropdown menu is open, showing a list of options: Business, Campus, FAX, Home, Other, Pager 1, and Work. The "Business" option is currently selected and highlighted in grey.

Field Label	Field Type	Value / Options
Type	Dropdown	Business (selected), Campus, FAX, Home, Other, Pager 1, Work
Preferred	Checkbox	
*Number	Text	
Extension	Text	

If an employee has a work desk phone number this is a **Business** number and should be selected.

If an employee has a department phone number, the **Campus** option should be selected.

If neither, select the appropriate phone number type.

Filling Out New Phone Number

[Cancel](#) **Phone Number** [Save](#)

** Indicates required field*

*Type

Preferred ☐

Number

Extension

1. Select the **Type of Phone Number**
2. If it is the preferred telephone number, make sure to check the box **Preferred**
3. Enter your telephone number and click **Save**

If you do not want to add a telephone number as this time, click **Cancel**

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[⋮](#)
[📝](#)

Student Experience Internship

Phone

+

Number	Extension	Type	Preferred
555/555-5555		Mobile	☒
555/555-0100		Home	☐

number has been saved

Email Address	Type	Preferred
business.university@utrgv.edu	Business	☒
home.university@utrgv.edu	Home	☐

Add IM

Navigating to Edit or Delete Phone Number

Personal Details



Student Experience Internship

Contact Details

Phone



Number	Extension	Type	Preferred
555/555-5555		Mobile	✓ >
555/555-0100		Home	>

Email



Email Address	Type	Preferred
business.university@utrgv.edu	Business	✓ >
home.university@utrgv.edu	Home	>

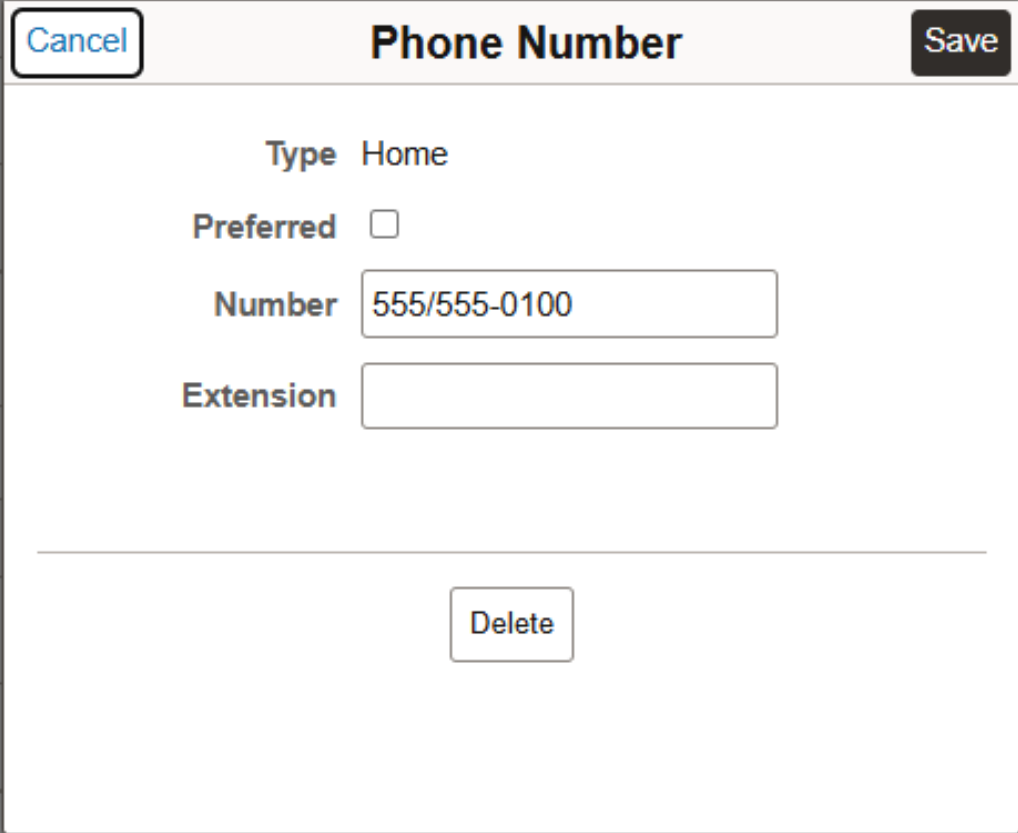
No instant message exists.

Add IM

To edit or delete a telephone number select the phone number



Editing or Deleting Phone Number



A screenshot of a 'Phone Number' dialog box. The dialog has a title bar with 'Cancel' on the left and 'Save' on the right. Inside, there are fields for 'Type' (set to 'Home'), 'Preferred' (checkbox), 'Number' (555/555-0100), and 'Extension'. A 'Delete' button is at the bottom. The background shows a list of phone numbers with 'Preferred' status and expandable arrows.

Type	Home
Preferred	☐
Number	555/555-0100
Extension	

Buttons: Cancel, Save, Delete

To Edit:

Make any necessary changes and click **Save**

To Delete:

To delete a telephone number, click **Delete**

If you do not want to add a telephone number at this time, click **Cancel**

Add a New Email

Search in Menu

Personal Details

Student Experience Internship

Contact Details

Phone

Number	Extension	Type	Preferred
555/555-5555		Mobile	✓ >
555/555-0100		Home	>

Email

Email Address	Type	Preferred
business.university@utrgv.edu	Business	✓ >
home.university@utrgv.edu	Home	>

No instant message exists.

Add IM

To add an email address, click the '+' symbol

Filling Out New Email

Extension	Type	Preferred
-----------	------	-----------

Cancel

Email Address

Save

** Indicates required field*

*Email Type

Preferred No

*Email Address

1. Select the **Email Type**
2. Enter your email address and click **Save**

If you do not want to add an email address at this time, click **Cancel**

Contacts Details Page with New Email

Search in Menu

Personal Details

Student Experience Internship

Contact Details

Phone

Number	Extension	Type	Preferred
555/555-5555		Mobile	✓ >

A new email address has been saved

Email

Email Address	Type	Preferred
business.university@utrgv.edu	Business	✓ >
campus.university@utrgv.edu	Campus	>
home.university@utrgv.edu	Home	>

No instant message exists.

Add IM

Navigating to Edit or Delete Email

Search in Menu

Personal Details

Student Experience Internship

Contact Details

Phone

Number	Extension	Preferred
555/555-5555		✓ >

Email

Email Address	Type	Preferred
business.university@utrgv.edu	Business	✓ >
campus.university@utrgv.edu	Campus	>
home.university@utrgv.edu	Home	>

No instant message exists.

Add IM

To edit or delete an email address, select the email address you want to edit

Note: Click the box and not the email itself

Editing or Deleting Email

Extension	Type	Preferred
Cancel Email Address Save		
Email Type	Campus	
Preferred	No	
*Email Address	campus.university@utrgv.edu	
Delete		

To Edit:

Make any necessary changes and click **Save**

To Delete:

To delete an email address, click **Delete**

If you do not want to add an email address, click **Cancel**

Navigate to Home Page

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Search in Menu

Personal Details



Student Experience Internship

📌

Contact Details

Phone

+

Number	Extension	Type	Preferred
555/555-5555		Mobile	✓ >

Email

+

Email Address	Type	Preferred
business.university@utrgv.edu	Business	✓ >
home.university@utrgv.edu	Home	>

No instant message exists.

Add IM

Click the **Home Button**



to return to the
PeopleSoft Homepage

Sign Out of PeopleSoft

The screenshot displays the PeopleSoft Employee Self Service interface for The University of Texas Rio Grande Valley. The top navigation bar includes the university logo, a clock icon, a heart icon, a 'Menu' dropdown, a search bar labeled 'Search in Menu', and icons for home, more options, and user profile. 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 user 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 the 'More Options' icon (three vertical dots) in the top right corner of the interface.

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

My Forms

No Statement Available

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.
