

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.

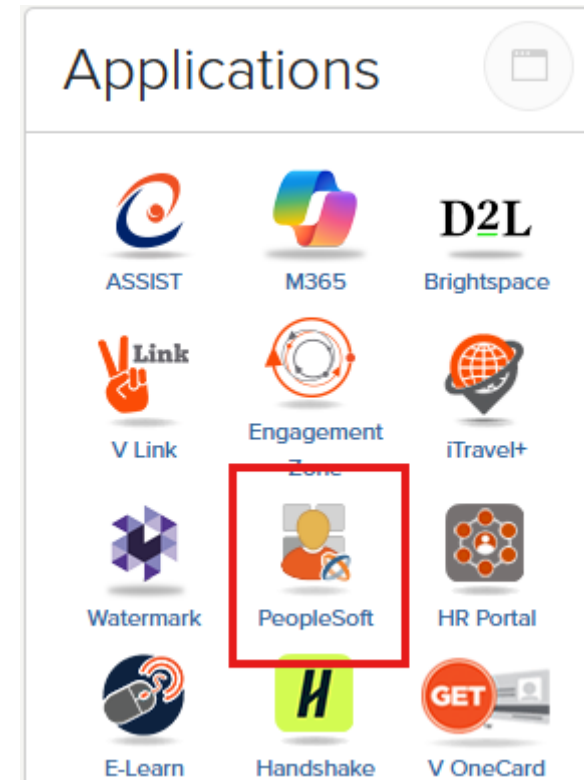
For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

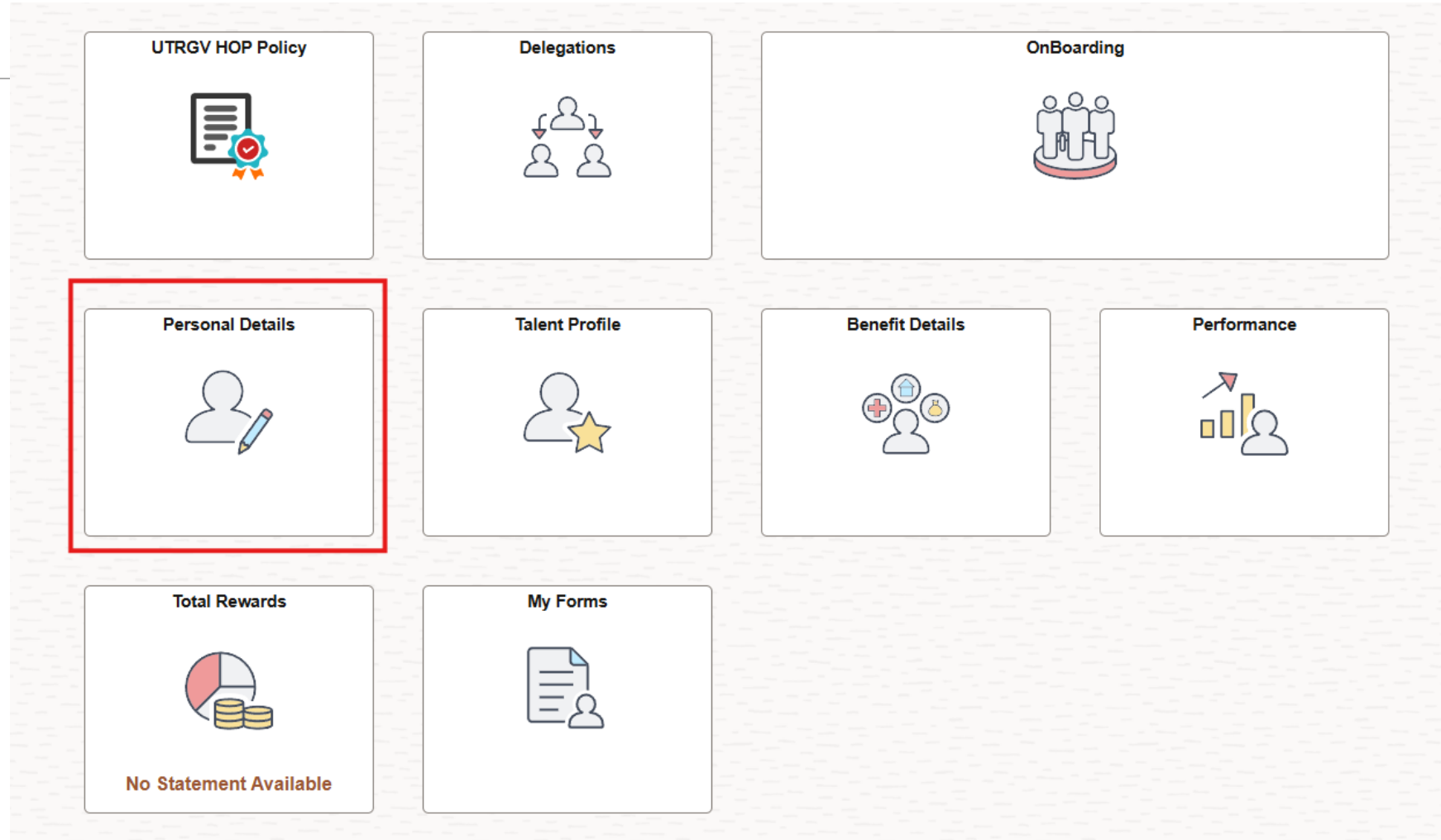
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



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 screenshot shows a mobile application interface titled "Personal Details Dashboard". At the top, there is a red navigation bar with icons for back, home, heart, and a search icon. A search bar labeled "Search in Menu" is also present. Below the navigation bar, the dashboard displays several tiles for personal information:

- Addresses:** Updated 10/20/2025
- Contact Details:** Updated 10/17/2025 (This tile is highlighted with a red border and a red arrow points to it from the text box on the left.)
- Emergency Contacts:** 1 Contact
- Marital Status:** Updated 10/16/2025
- Name:** Updated 08/18/2025
- Ethnic Groups:** 1 Ethnic Group
- Disability:** Not Submitted
- Veteran Status:** Updated 08/18/2025
- Additional Information:** (This tile is partially visible at the bottom of the dashboard.)


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

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

Add a New Phone Number



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Personal Details

 Student Experience Internship


Contact Details

Phone

  To add a new Telephone Number, click the '+' symbol

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](#)

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**

Contact Details Page with New Phone Number

The screenshot shows a mobile application interface for contact details. At the top, there is a navigation bar with a back arrow, a clock, a heart, a search bar labeled "Search in Menu", and a home icon. Below the navigation bar is a header section titled "Personal Details" which includes a profile picture and the text "Student Experience Internship".

The main content area is titled "Contact Details" and is divided into two sections: "Phone" and "Email".

Phone Section: This section contains a table of phone numbers. The table has four columns: "Number", "Extension", "Type", and "Preferred". There are two rows of data. The first row shows a mobile number (555/555-5555) which is currently the preferred number. The second row shows a new home number (555/555-0100) which is highlighted with a red border. A yellow callout box with the text "A new telephone number has been saved" and a red arrow points to the new number row.

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

Email Section: This section contains a table of email addresses. The table has three columns: "Email Address", "Type", and "Preferred". There are two rows of data. The first row shows a business email address (business.university@utrgv.edu) which is currently the preferred email. The second row shows a home email address (home.university@utrgv.edu).

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

At the bottom of the page, there is a message "No instant message exists." and a button labeled "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

Editing or Deleting Phone Number

The image shows a 'Phone Number' dialog box overlaid on a list of phone numbers. The dialog box has a title bar with 'Cancel' on the left and 'Save' on the right. Inside the dialog, there are four fields: 'Type' with the value 'Home', 'Preferred' with an unchecked checkbox, 'Number' with the value '555/555-0100', and 'Extension' which is empty. At the bottom of the dialog is a 'Delete' button. The background shows a list of phone numbers with 'Preferred' labels and checkmarks.

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

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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
<div style="display: flex; justify-content: space-between;">CancelSave</div> <h3 style="text-align: center;">Email Address</h3> <p style="text-align: right;"><i>* Indicates required field</i></p> <p>*Email Type <input type="text"/></p> <p>Preferred No</p> <p>*Email Address <input type="text"/></p>		


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

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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

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
Email Address		
<input type="button" value="Cancel"/>	<input type="button" value="Save"/>	
Email Type	Campus	
Preferred	No	
*Email Address	<input type="text" value="campus.university@utrgv.edu"/>	
<input type="button" value="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

The screenshot shows a mobile application interface with a red header bar. In the top right corner of the header, there is a home button (house icon) circled in black, with a red arrow pointing to it from a yellow callout box. The callout box contains the text "Click the Home Button" and "to return to the PeopleSoft Homepage", along with a red square containing a white house icon. Below the header, the page is divided into sections: "Personal Details" with a profile picture and "Student Experience Internship" text; "Contact Details" with a "Phone" section containing a table of phone numbers and an "Email" section containing a table of email addresses. At the bottom, there is a message "No instant message exists." and an "Add IM" button.

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](#)

Sign Out of PeopleSoft

The screenshot shows the PeopleSoft Employee Self Service interface. At the top, there is a navigation bar with 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 icons for home, more options, and refresh. Below the navigation bar, the page title is 'Employee Self Service'. The main content area is a grid of service tiles: 'Delegations', 'OnBoarding', 'Personal Details', 'Talent Profile', 'Benefit Details', 'Performance', 'Total Rewards' (with a note 'No Statement Available'), and 'My Forms'. On the right side, a dropdown 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 callout box to the 'More Options' icon (three vertical dots) in the top right corner of the page.

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



Then select **Sign Out**

Congratulations!
You have successfully completed this
topic.
