

Employee Self Service- Review and Update Talent Profile Information

GENERAL – CURRENT LOCATION

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.

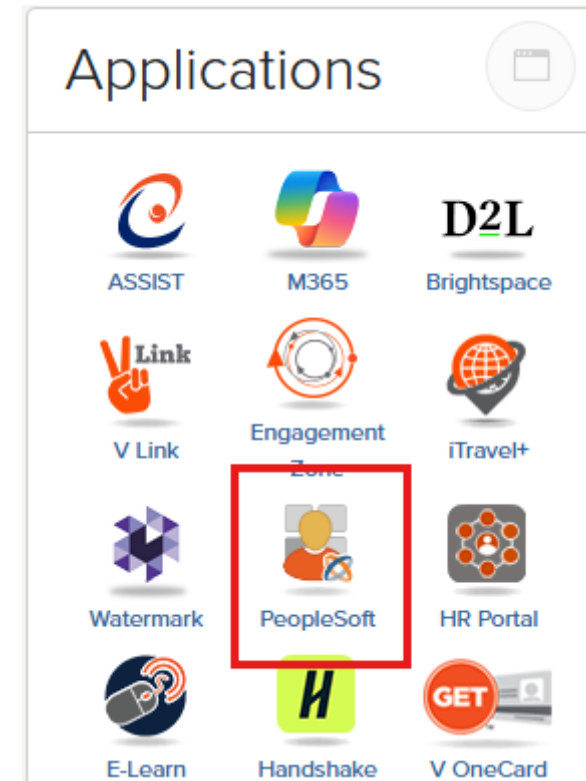
For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

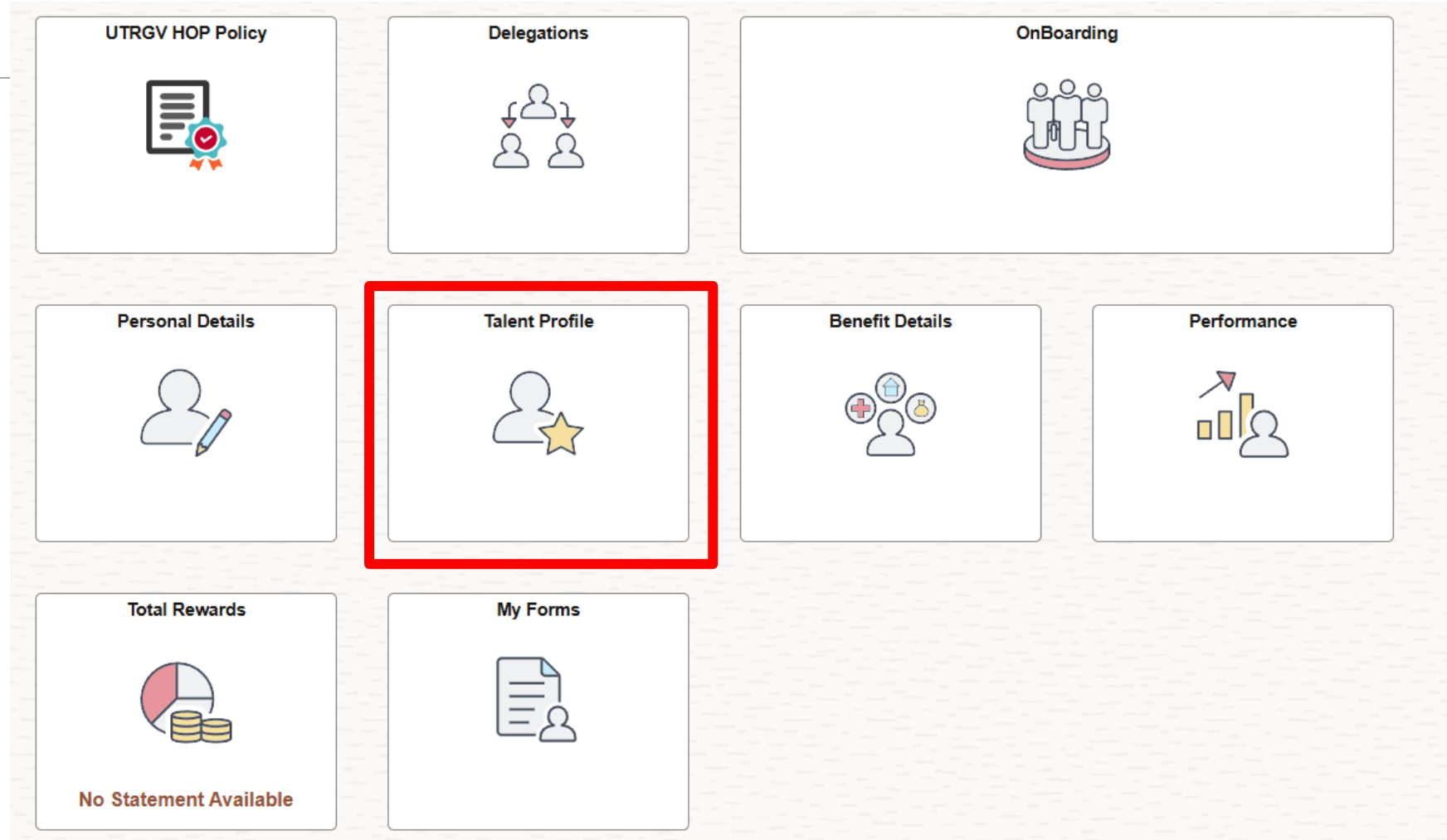
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



Navigate to Personal Details

1. PeopleSoft opens to the Employee Self Service page

2. Scroll to the bottom of the page and select **Talent Profile** Tile



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🔒

🔍 Search in Menu

Talent Profile



General

Data Privacy Elections

Document Acknowledgements

Relative Employed by UT

Veteran Identification

Current Location

Education

Accomplishments

0

0

1

0

Add

Data Privacy Elections

No data exists.

To view and update general information, select **General**

←

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🔒

🔍 Search in Menu

Talent Profile



General

Data Privacy Elections

Document Acknowledgements

Relative Employed by UT

Veteran Identification

Current Location

Education

Accomplishments

0

0

0

1

0

Data Privacy Elections

No data exists.

Add

To update Current Location information, select **Current Location**

Add Current Location

The screenshot shows a web application interface for a 'Talent Profile'. At the top is an orange navigation bar with a back arrow, a clock icon, a heart icon, a search bar labeled 'Search in Menu', and a home icon. Below the navigation bar is a header section for the 'Talent Profile' with a user profile picture placeholder and a menu icon. The main content area is divided into a left sidebar and a right main panel. The sidebar contains a 'General' section with a dropdown arrow, followed by a list of items: 'Data Privacy Elections' (0), 'Document Acknowledgements' (0), 'Relative Employed by UT' (0), 'Veteran Identification' (1), 'Current Location' (0), 'Education' (dropdown), and 'Accomplishments' (dropdown). The 'Current Location' item is highlighted with an orange background. The main panel is titled 'Current Location' and displays the message 'No data exists.' Below this message is a blue 'Add' button, which is enclosed in a red rectangular box. A red arrow points from this box to a yellow callout box on the right. The callout box contains the text: 'To add Current Location information, select **Add**'.

Talent Profile

General ▾

- Data Privacy Elections 0
- Document Acknowledgements 0
- Relative Employed by UT 0
- Veteran Identification 1
- Current Location 0**
- Education ▾
- Accomplishments ▾

Current Location

No data exists.

[Add](#)

To add Current Location information, select **Add**

Current Location Form

Cancel

Current Location

Save

** Indicates required field*

*Work Location

Room/Cubicle/Floor

A new window opens which allows user to make changes to Current Location



Adding Work Location

Cancel **Current Location** Save

** Indicates required field*

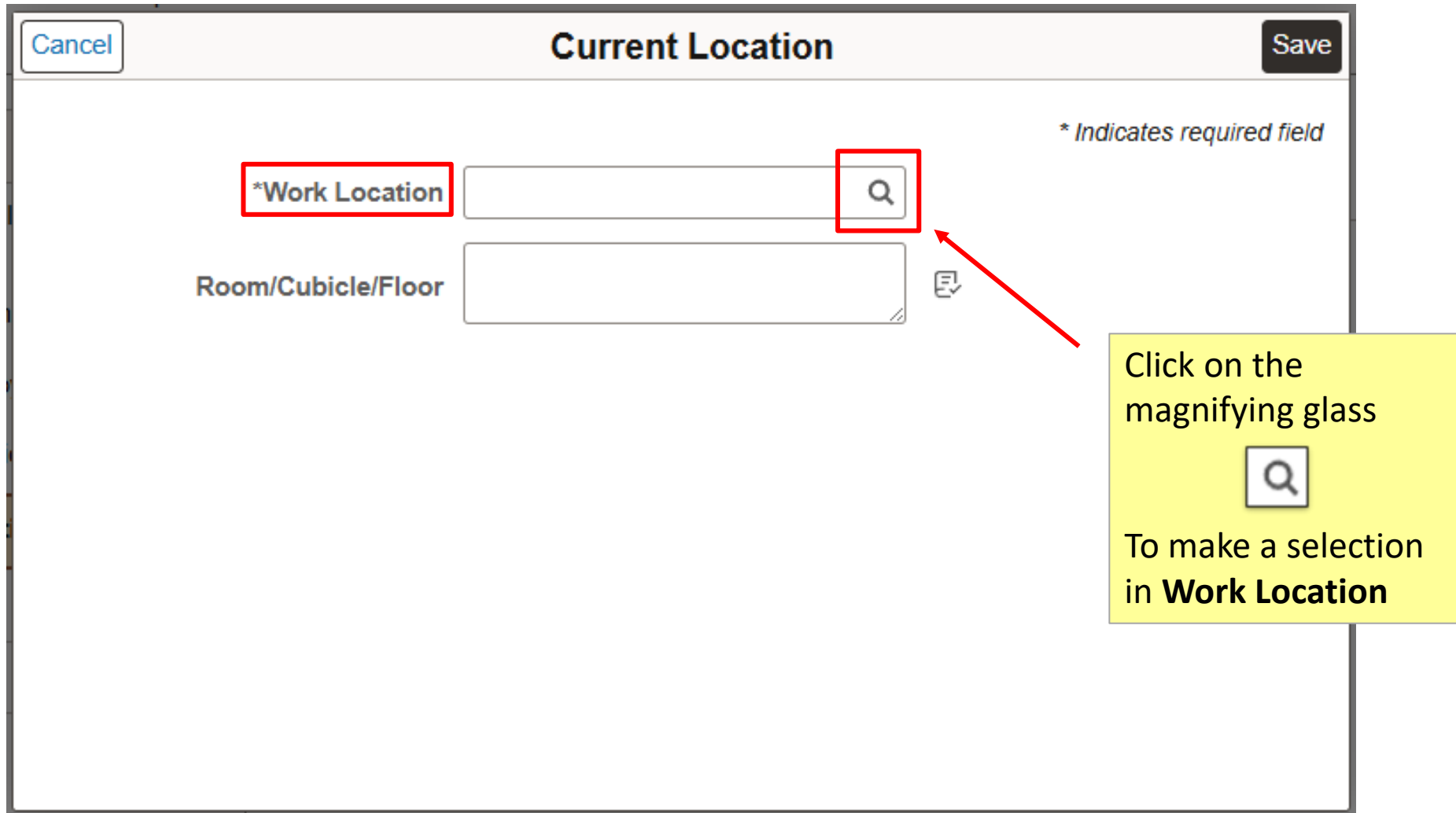
***Work Location** 

Room/Cubicle/Floor 

Click on the magnifying glass



To make a selection in **Work Location**



Lookup Location

Cancel

Lookup

Search for: Work Location

> Search Criteria

▼ Search Results

Content Item ↑↓	Description ↑↓
LOCATION	Location

Select "LOCATION – Location" box

Adding Room/Cubicle/Floor

Cancel

Current Location

Save

** Indicates required field*

*Work Location

Location

Q

Room/Cubicle/Floor

📄

Type in
Room/Cubicle/Floor

Submitting Current Location Form

CancelCurrent LocationSave

** Indicates required field*

***Work Location**

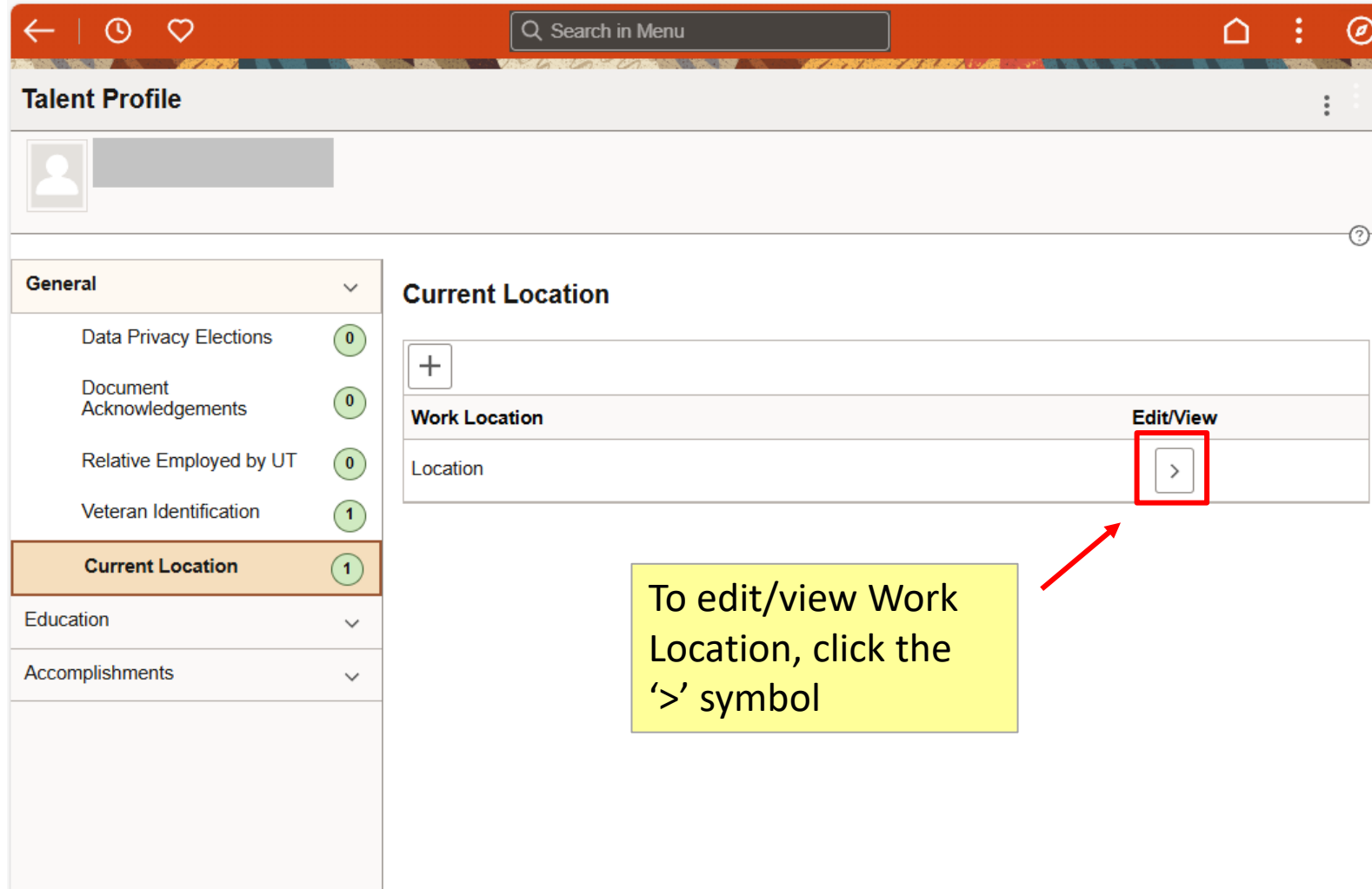
Room/Cubicle/Floor

Make necessary changes, then click **Save**

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

Navigate to Editing/View Current Location



The screenshot displays a 'Talent Profile' interface. On the left is a sidebar with a 'General' section containing links like 'Data Privacy Elections', 'Document Acknowledgements', 'Relative Employed by UT', and 'Veteran Identification'. Below these is the 'Current Location' section, which is highlighted with an orange background and shows a count of '1'. Further down are 'Education' and 'Accomplishments' sections. The main content area is titled 'Current Location' and features a table with two columns: 'Work Location' and 'Edit/View'. The 'Work Location' column contains a 'Location' entry. The 'Edit/View' column contains a button with a right-pointing chevron ('>') symbol, which is highlighted by a red square. A red arrow points from a yellow callout box to this button. The callout box contains the text: 'To edit/view Work Location, click the '>' symbol'.

Work Location	Edit/View
Location	>

Editing/View Current Location

Cancel

Current Location

Save

** Indicates required field*

Work Location Location

Room/Cubicle/Floor

Delete

To Edit:

Make necessary changes to Room/Cubicle/Floor, then click **Save**

To Delete:

To delete Current Location, click **Delete**

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

Talent Profile

General

Data Privacy Elections

Document Acknowledgements

Relative Employed by UT

Veteran Identification

Current Location

Education

Accomplishments

Current Location



Work Location

Location

Click the **Home** Button



to return to the
PeopleSoft Homepage

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
more options icon

Then select **Sign Out**

When new
Refresh b

Congratulations!
You have successfully completed this
topic.
