

Employee Self Service- Review and Update Talent Profile Information

GENERAL – DATA PRIVACY ELECTIONS

A solid orange horizontal bar spanning the width of the slide at the bottom.

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

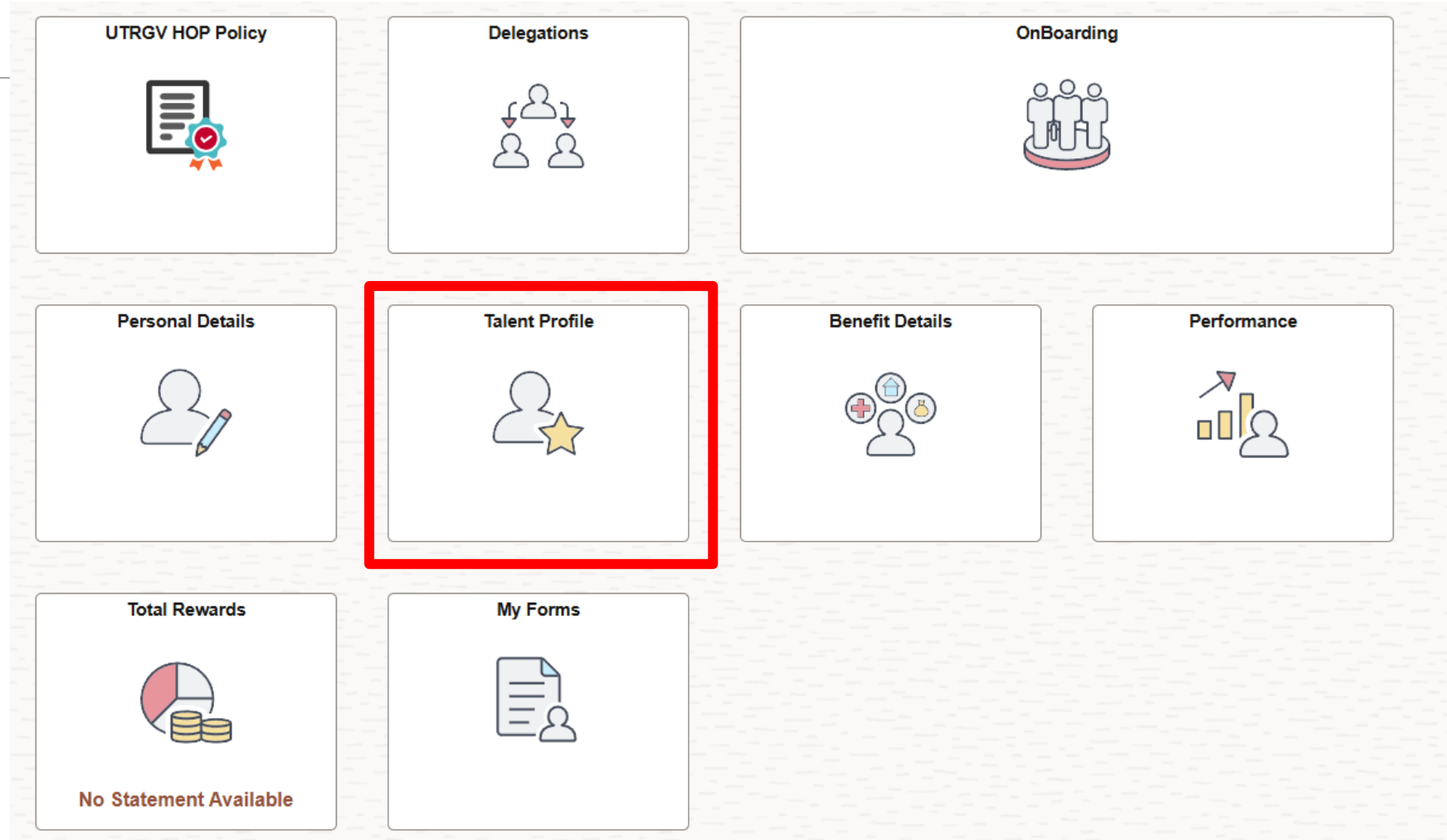


12Twenty

Navigate to Personal Details

1. PeopleSoft opens to the Employee Self Service page

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



←

🕒

❤️

🏠

⋮

🔒

🔍 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**

Navigate to Data Privacy Election

The screenshot shows a mobile application interface for a 'Talent Profile'. At the top is a red 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 'Talent Profile' with a profile picture placeholder and a question mark icon. The main content area is divided into two sections. On the left is a sidebar menu with a 'General' section containing 'Data Privacy Elections' (highlighted with a red box and an arrow), 'Document Acknowledgements', 'Relative Employed by UT', 'Veteran Identification', and 'Current Location'. Below this are 'Education' and 'Accomplishments' sections. On the right is the 'Data Privacy Elections' section, which currently displays 'No data exists.' and an 'Add' button. A yellow callout box with black text is overlaid on the right side of the screen, pointing to the 'Data Privacy Elections' menu item.

Talent Profile

General

- Data Privacy Elections** (0)
- Document Acknowledgements (0)
- Relative Employed by UT (0)
- Veteran Identification (1)
- Current Location (0)

Education

Accomplishments

Data Privacy Elections

No data exists.

[Add](#)

To update Data Privacy Elections information, select **Data Privacy Elections**

Add Data Privacy Election

The screenshot shows a 'Talent Profile' interface. At the top is a red navigation bar with a back arrow, a clock, a heart, a search bar labeled 'Search in Menu', and home, menu, and profile icons. Below the navigation bar is a header section for the 'Talent Profile' with a user icon and a greyed-out name field. A sidebar on the left contains a list of categories: 'General' (expanded), 'Data Privacy Elections' (0), 'Document Acknowledgements' (0), 'Relative Employed by UT' (0), 'Veteran Identification' (1), 'Current Location' (0), 'Education', and 'Accomplishments'. The main content area is titled 'Data Privacy Elections' and displays the message 'No data exists.' Below this message is a blue 'Add' button, which is highlighted with a red rectangular box. A red arrow points from a yellow callout box to the 'Add' button. The callout box contains the text: 'To add Data Privacy Elections information, select **Add**'.

Talent Profile

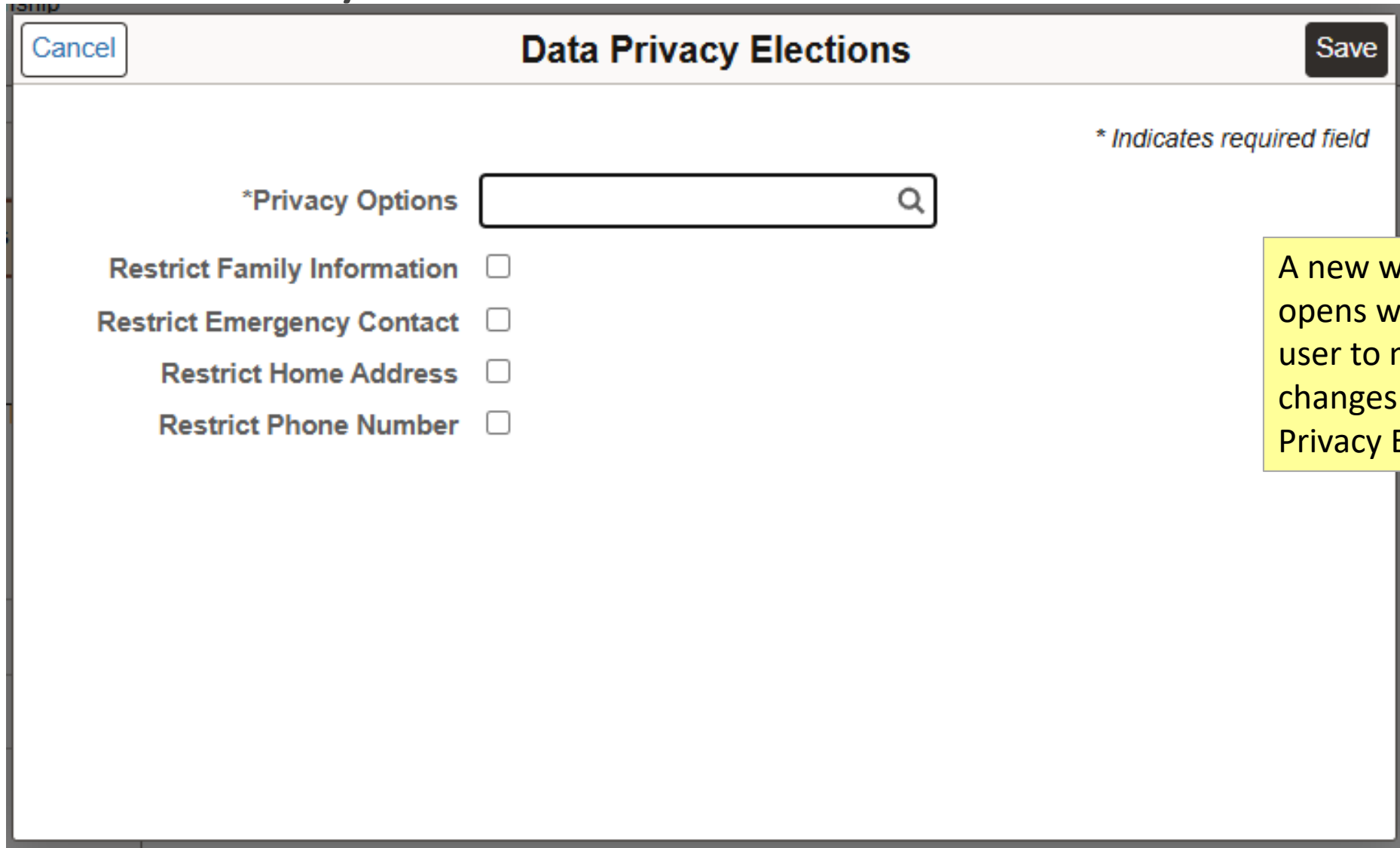
Data Privacy Elections

No data exists.

[Add](#)

To add Data Privacy Elections information, select **Add**

Data Privacy Election Form



The image shows a software window titled "Data Privacy Elections". At the top left is a "Cancel" button and at the top right is a "Save" button. Below the title bar, on the right side, is a note: "* Indicates required field". On the left side, there is a label "*Privacy Options" followed by a search bar with a magnifying glass icon. Below the search bar, there are four options, each with a checkbox to its right:

- Restrict Family Information ☐
- Restrict Emergency Contact ☐
- Restrict Home Address ☐
- Restrict Phone Number ☐

A new window opens which allows user to make changes to Data Privacy Elections

Adding Privacy Options

Cancel **Data Privacy Elections** Save

* Indicates required field

***Privacy Options**

Restrict Family Information ☐

Restrict Emergency Contact ☐

Restrict Home Address ☐

Restrict Phone Number ☐

Click on the magnifying glass



To make a selection in **Privacy Options**

Lookup Privacy Options

Cancel

Lookup

Search for: Privacy Options

> Search Criteria

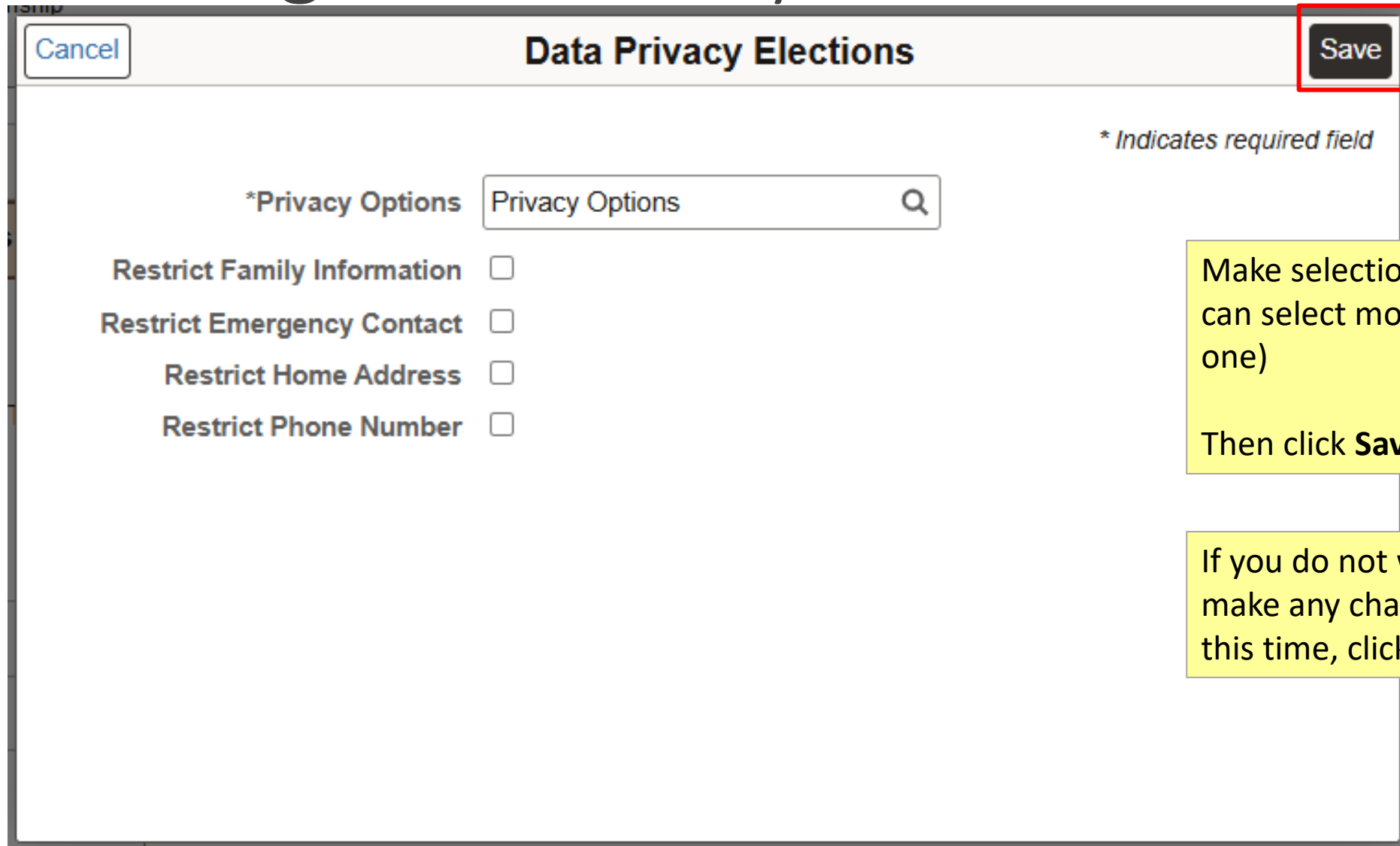
✓ Search Results

Content Item ↑↓	Description ↑↓
RESTRICTIONS	Privacy Options

Select
"RESTRICTIONS –
Privacy Options"
box

Submitting Data Privacy Election Form



The screenshot shows a web form titled "Data Privacy Elections". At the top left is a "Cancel" button, and at the top right is a "Save" button, which is highlighted with a red rectangular box. Below the title bar, there is a search bar labeled "Privacy Options" with a magnifying glass icon. To the left of the search bar is the label "*Privacy Options". Below the search bar, there are four checkboxes, each preceded by a label: "Restrict Family Information", "Restrict Emergency Contact", "Restrict Home Address", and "Restrict Phone Number". In the top right corner of the form area, there is a note: "* Indicates required field".

Make selections (user can select more than one)

Then click **Save**

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

Navigate to Editing/View Data Privacy Election

The screenshot shows a web interface for a 'Talent Profile'. The top navigation bar is red and contains a back arrow, a clock icon, a heart icon, a search bar labeled 'Search in Menu', a home icon, a vertical ellipsis, and a profile icon. The main content area is divided into a left sidebar and a right main panel. The sidebar has a 'Talent Profile' header and a list of categories: 'General' (expanded), 'Data Privacy Elections' (highlighted with a green circle containing '1'), 'Document Acknowledgements' (0), 'Relative Employed by UT' (0), 'Veteran Identification' (1), 'Current Location' (0), 'Education', and 'Accomplishments'. The main panel is titled 'Data Privacy Elections' and contains a table with two columns: 'Privacy Options' and 'Edit/View'. The table has one row with the value 'Privacy Options' and a right-pointing arrow ('>') in the 'Edit/View' column. A red box highlights the arrow, and a red arrow points from a yellow callout box to it. The callout box contains the text: 'To edit/view Privacy Options, click the '>' symbol'.

Privacy Options	Edit/View
Privacy Options	>

Editing/View Data Privacy Election

Data Privacy Elections

[Cancel](#) [Save](#)

** Indicates required field*

Privacy Options

Restrict Family Information ☐

Restrict Emergency Contact ☐

Restrict Home Address ☐

Restrict Phone Number ☐

[Delete](#)

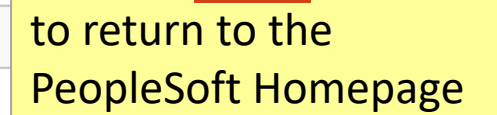
To Edit:

Select new privacy options (user can select more than one), then click **Save**

To Delete:

To delete a Data Privacy Elections, click **Delete**

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



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**

You may sign out of
PeopleSoft by selecting
more options icon



Then select **Sign Out**

Congratulations!
You have successfully completed this
topic.
