

Employee Self Service- Review and Update Talent Profile Information

GENERAL – DATA PRIVACY ELECTIONS

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.

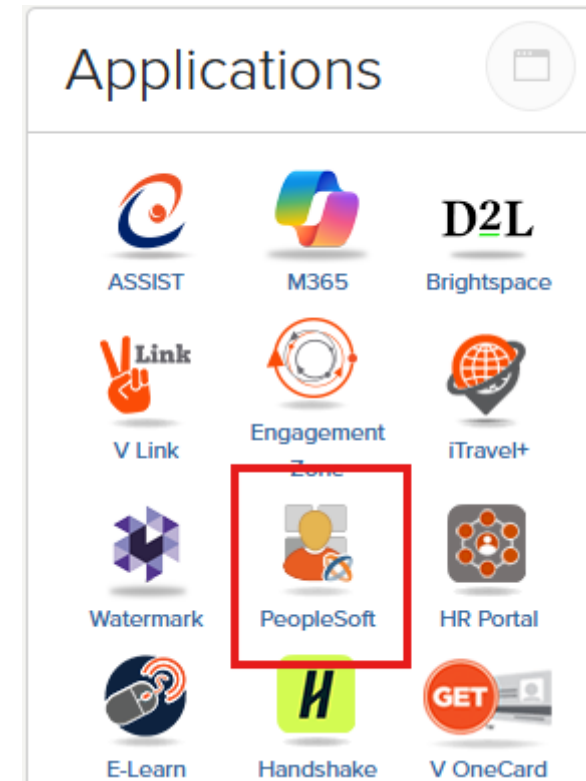
For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

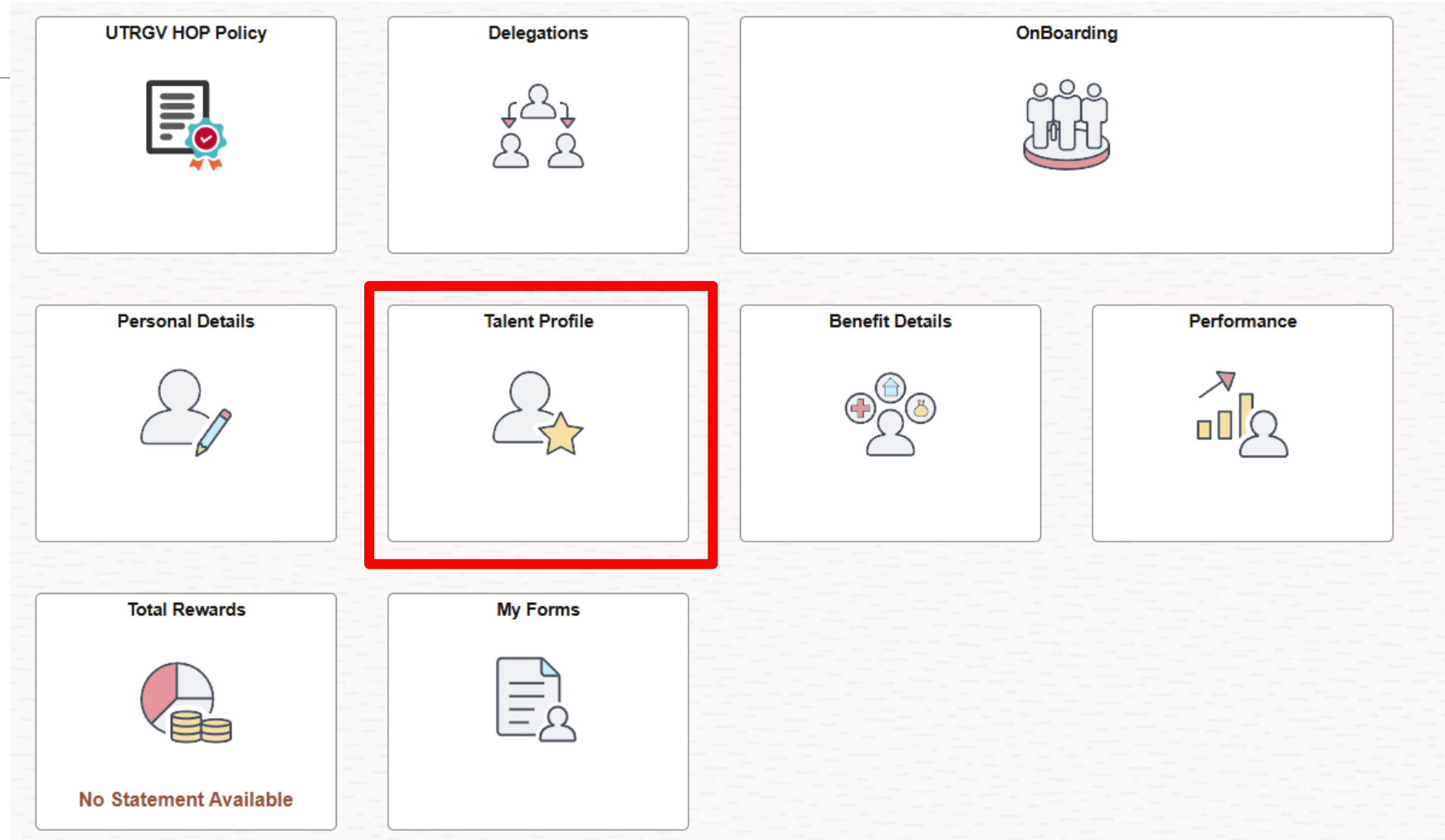
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



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

0

Document Acknowledgements

0

Relative Employed by UT

0

Veteran Identification

1

Current Location

0

Education

▼

Accomplishments

▼

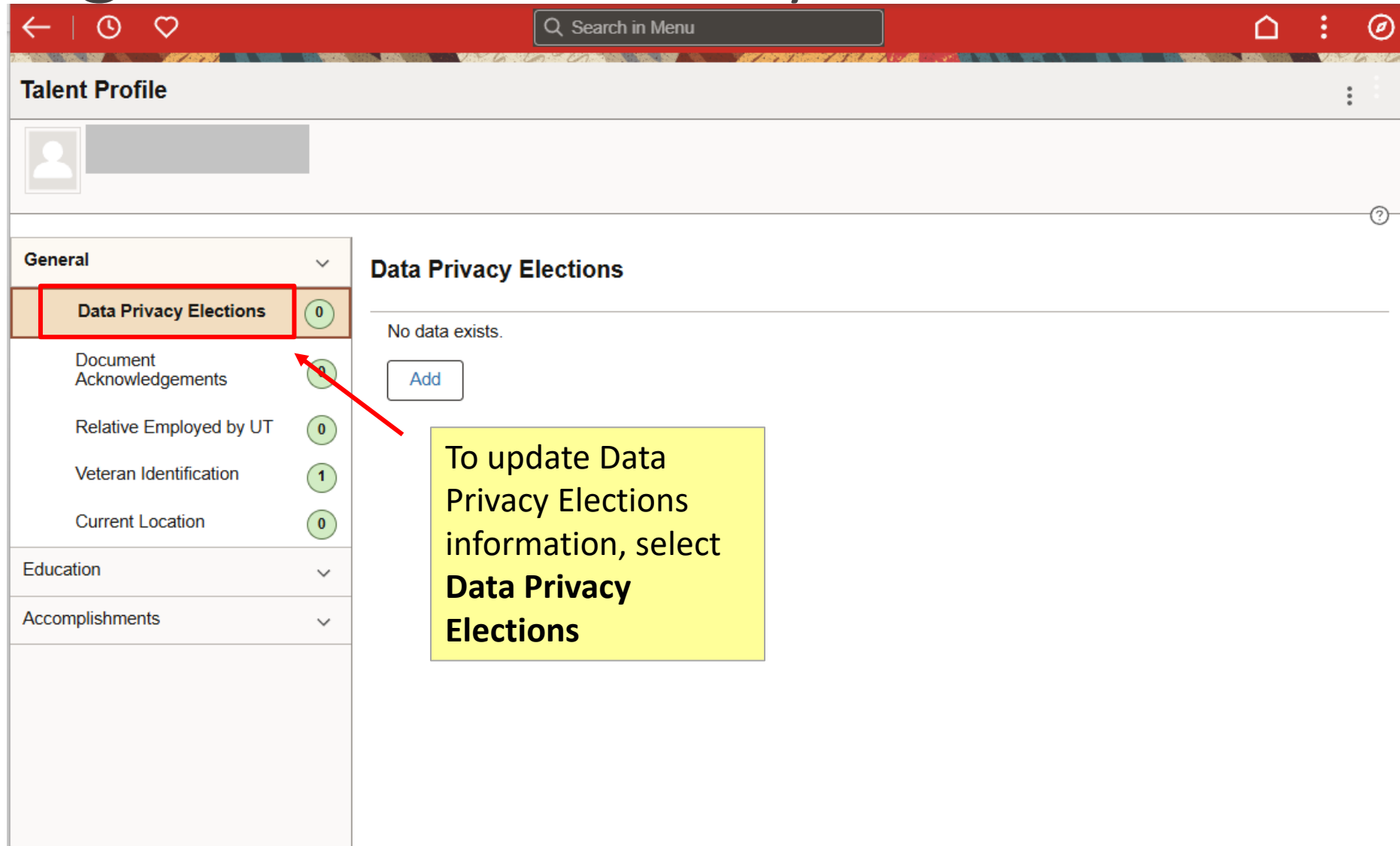
Data Privacy Elections

No data exists.

Add

To 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' header and a dropdown arrow. Under 'General', there are several items: 'Data Privacy Elections' (highlighted with a red box and a red arrow), 'Document Acknowledgements', 'Relative Employed by UT', 'Veteran Identification', and 'Current Location'. Each item has a green circular icon with a number. Below these are 'Education' and 'Accomplishments' sections, each with a dropdown arrow. On the right is the 'Data Privacy Elections' section, which currently shows 'No data exists.' and an 'Add' button. A yellow callout box with black text points 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' page with a red top navigation bar. The left sidebar contains a menu with 'General' (selected), 'Data Privacy Elections' (0), 'Document Acknowledgements' (0), 'Relative Employed by UT' (0), 'Veteran Identification' (1), and 'Current Location' (0). The main content area is titled 'Data Privacy Elections' and displays 'No data exists.' Below this text 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

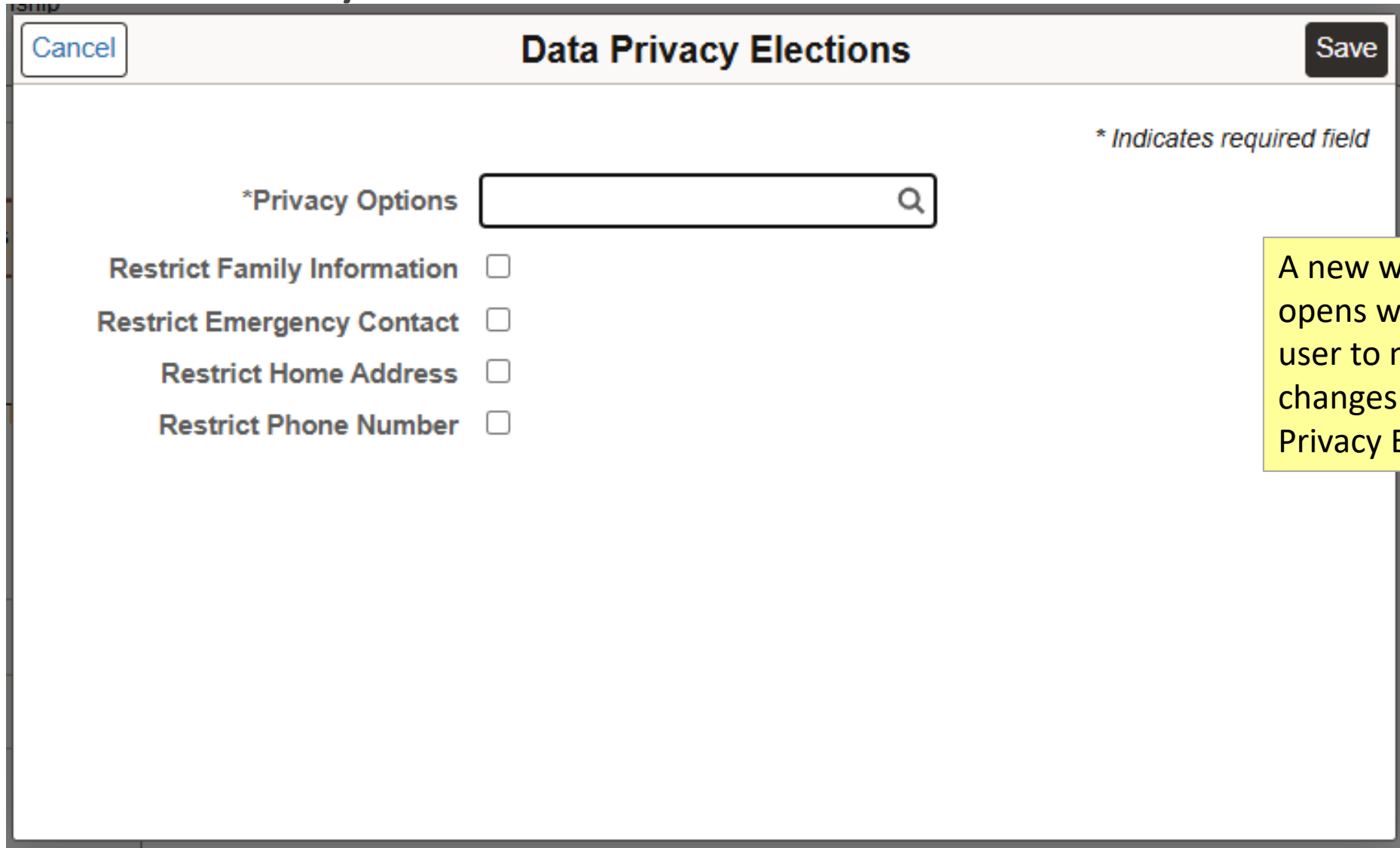
Data Privacy Elections

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

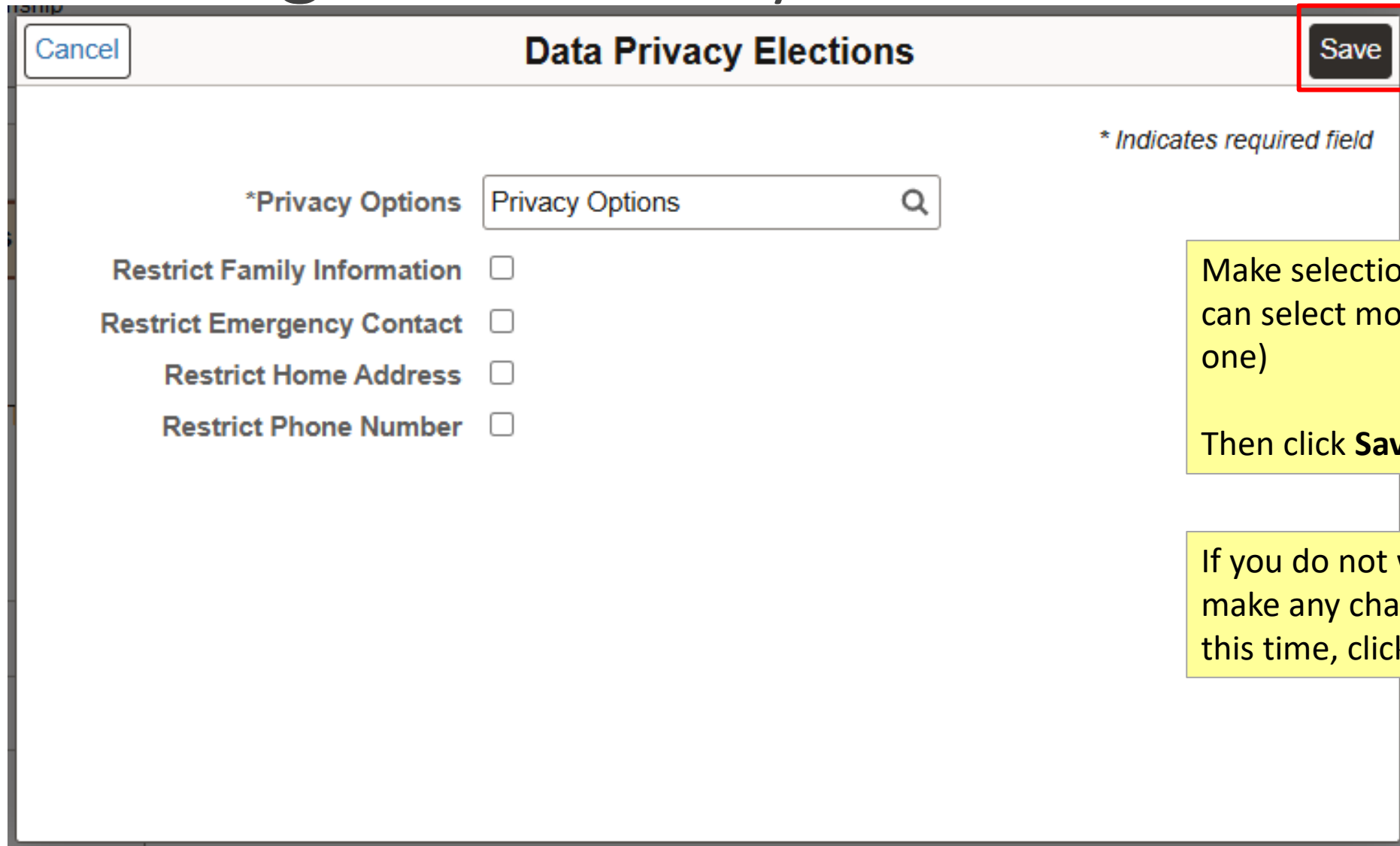
▼ Search Results

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 text "*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. The table has a header row with 'Privacy Options' and 'Edit/View'. The 'Edit/View' column contains a button with a right-pointing chevron ('>'). This button is highlighted with a red box, and a red arrow points to it from a yellow callout box. 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

Cancel

Data Privacy Elections

Save

** Indicates required field*

Privacy Options	Privacy Options
Restrict Family Information	☐
Restrict Emergency Contact	☐
Restrict Home Address	☐
Restrict Phone Number	☐

Delete

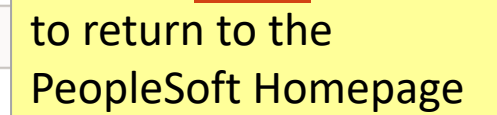
To Edit:

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.
