

Employee Self Service- Review and Update Talent Profile Information

EDUCATION – DEGREE

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.

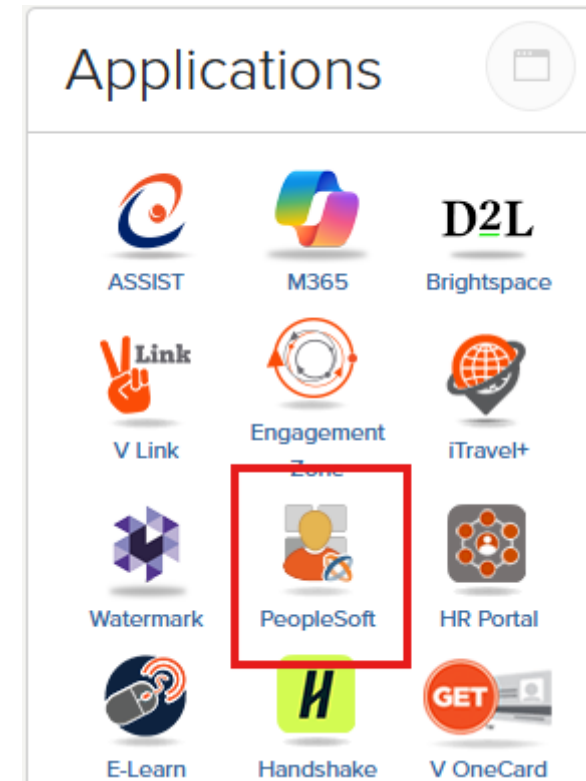
For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

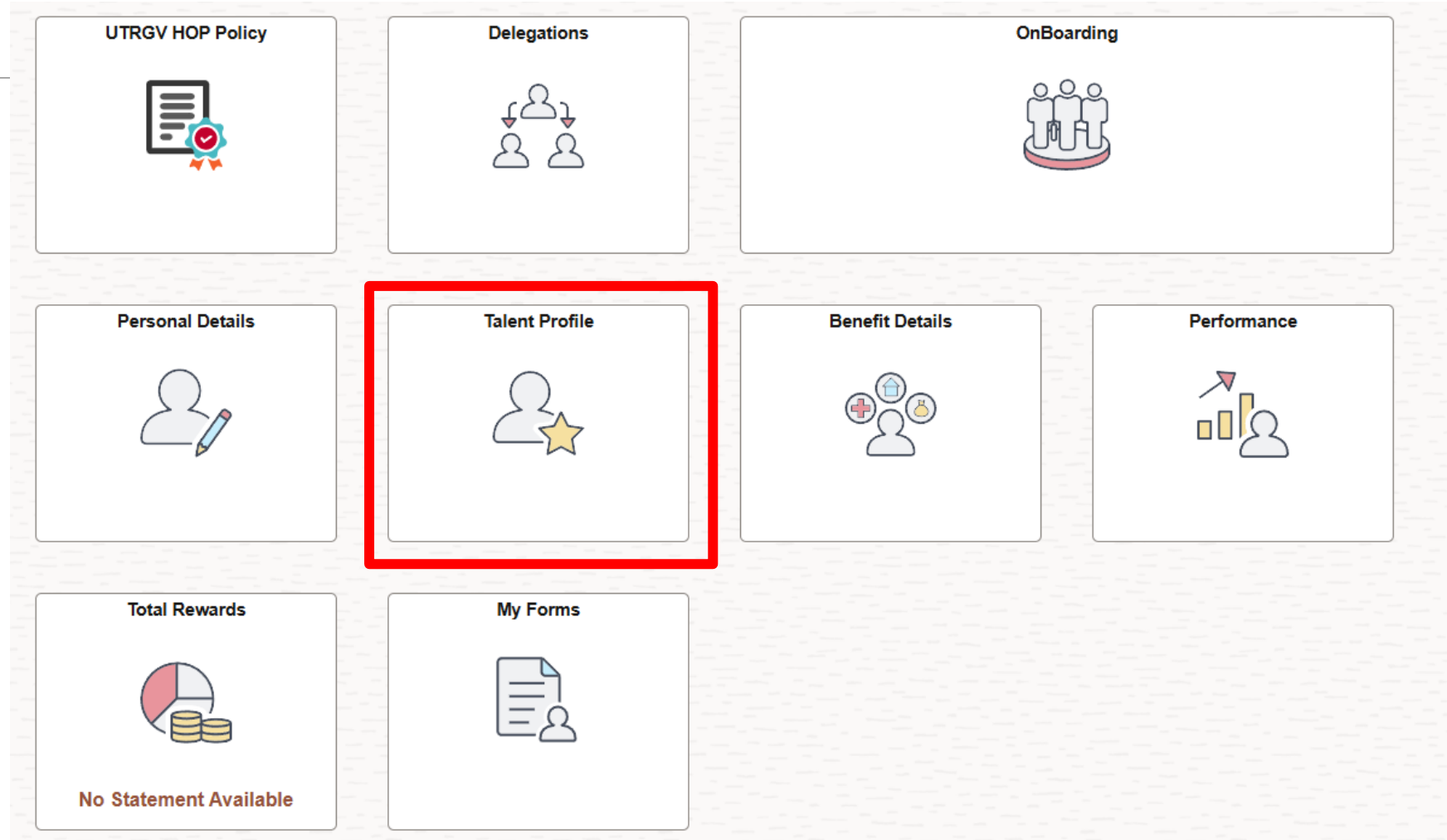
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



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



Search in Menu

Talent Profile

General

Education

Highest Education Level

0

Degrees

0

Accomplishments

Highest Education Level

No data exists.

Add

To view and update education, select Education

Search in Menu

Talent Profile

General

Education

Highest Education Level

1

0

Accomplishments

Degrees

No data exists.

Add

To update Degree information, select Degrees

Add Degrees

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 icons for home, menu, and profile. Below the navigation bar is a header section titled 'Talent Profile' with a user profile picture placeholder. A left sidebar contains a list of categories: 'General', 'Education', 'Highest Education Level', 'Degrees', and 'Accomplishments'. The 'Degrees' category is currently selected and highlighted in orange, showing a count of 0. The main content area is titled 'Degrees' 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 a Degree, select **Add**'.

Cancel

Degrees

Save

** Indicates required field*

*Degree

Details

Country

State

School Code

School Description

Field of Study Code

Field of Study Description

Graduated

☐

Year Acquired

A new window opens which allows user to make changes to Degrees

Add Degree

CancelSave

Degrees

*Degree

Q

Details

Country

Q

State

Q

School Code

Q

School Description

Field of Study Code

Q

Field of Study Description

Graduated

☐

Year Acquired

* Indicates required field

Click on the
magnifying glass



To make a selection
in **Degree**

Lookup Degree

Cancel

Lookup

Search for: Degree

> Search Criteria

▼ Search Results

59 rows

Content Item ↑↓	Description ↑↓
A	Advanced Level
AA	Associate of Arts
AAS	Associate of Applied Science
ABA	Associate of Business Admin
AE	Associate of Engineering
AS	Associate of Science
BA	Bachelor of Arts
BBA	Bachelor of Business Admin
BE	Bachelor of Engineering
BFA	Bachelor of Fine Arts

VPTLAYOUT_SEARCHR_GROUPBOX5'PTLAYOUT_SEARCHR_GROUPBOX5'

The **Lookup** page will open, select an appropriate Degree from the list provided

Adding Country

[Cancel](#)

Degrees[Save](#)

** Indicates required field*

***Degree** 

[Details](#)

Country 

State 

School Code 

School Description

Field of Study Code 

Field of Study Description

Graduated ☐

Year Acquired

Click on the magnifying glass



To make a selection in **Country**

Lookup Country

Cancel

Lookup

Search for: Country

> Search Criteria

✓ Search Results

256 rows

Country ↑↓	Description ↑↓
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALA	Aland Islands
ALB	Albania
AND	Andorra
ANT	Netherlands Antilles
ARE	United Arab Emirates
ARG	Argentina

The **Lookup** page will open, select an appropriate Country from the list provided

Adding State

[Cancel](#)

Degrees[Save](#)

** Indicates required field*

***Degree**

Bachelor of Business Admin

Q

[Details](#)

Country

United States

Q

State

Q

School Code

Q

School Description

Field of Study Code

Q

Field of Study Description

Graduated

☐

Year Acquired

Click on the
magnifying glass



To make a selection
in **State**

Lookup State

Cancel

Lookup

Search for: State

> Search Criteria

▼ Search Results

59 rows

State ↑↓	Description ↑↓
AA	Armed Forces Americas
AE	Armed Forces Europe
AK	Alaska
AL	Alabama
AP	Armed Forces Pacific
AR	Arkansas
AS	American Samoa
AZ	Arizona
CA	California

The **Lookup** page will open, select an appropriate State from the list provided

Adding School Code

[Cancel](#) **Degrees** [Save](#)

** Indicates required field*

*Degree 

[Details](#)

Country 

State 

School Code 

School Description

Field of Study Code 

Field of Study Description

Graduated ☐

Year Acquired

Click on the
magnifying glass



To make a selection
in **School Code**

Lookup School Code

[Cancel](#)

Lookup

Search for: School Code

> Search Criteria

▼ Search Results

Only the first 300 results can be displayed.

300 rows

School Code ↑↓	Country ↑↓	State ↑↓	Description ↑↓
003537	USA	TX	Abilene Christian Univ
003539	USA	TX	Alvin Community College
003540	USA	TX	Amarillo College
003541	USA	TX	Angelo Stste University
003543	USA	TX	Austin College
003545	USA	TX	Baylor University
003546	USA	TX	Coastal Bend College
003549	USA	TX	Blinn College

The **Lookup** page will open, select an appropriate School Code from the list provided

Adding Field of Study Code

[Cancel](#)

Degrees[Save](#)

** Indicates required field*

***Degree** 

[Details](#)

Country 

State 

School Code 

School Description

Field of Study Code 

Field of Study Description

Graduated ☐

Year Acquired

Click on the
magnifying glass



To make a selection
in **Field of Study
Code**

Lookup Field of Study Code

[Cancel](#)

Lookup

Search for: Field of Study Code

> Search Criteria

▼ Search Results

Only the first 300 results can be displayed.

300 rows

Major Code ↑↓	Description ↑↓
UT001	Accounting
UT002	Acoustics
UT003	Acting
UT004	Actuarial Science
UT005	Addiction Counseling
UT006	Admin Assistance/Secretarial
UT007	Advertising
UT008	Aerospace Engineering

The **Lookup** page will open, select an appropriate Field of Study Code from the list provided

Adding Graduated and Year Acquired

CancelDegreesSave

** Indicates required field*

***Degree** Bachelor of Business Admin

[Details](#)

Country United States

State Texas

School Code 003599

School Description Univ Of TX Rio Grande Valley

Field of Study Code UT216

Field of Study Description Finance

Graduated ☐

Year Acquired

Lastly, mark if the user has graduated, and what year the degree was acquired

Saving Degree Form

[Cancel](#)

Degrees[Save](#)

** Indicates required field*

***Degree** Bachelor of Business Admin

[Details](#)

Country United States

State Texas

School Code 003599

School Description Univ Of TX Rio Grande Valley

Field of Study Code UT216

Field of Study Description Finance

Graduated ☐

Year Acquired

Once information has been updated, click **Save**

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

Adding Another Degree

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, a heart, a search bar labeled 'Search in Menu', and icons for home, a list, and a profile. Below the navigation bar is a header section for the 'Talent Profile' with a user profile picture placeholder and a menu icon. A left sidebar contains a list of profile sections: 'General', 'Education', 'Degrees' (highlighted in orange), and 'Accomplishments'. Each section has a dropdown arrow and a green circle with a number '1'. The main content area is titled 'Degrees' and contains a table. The table has a red box around a '+' icon in the top-left corner of the table body. A red arrow points from a yellow callout box to this '+' icon. The callout box contains the text: 'To add a new Degree, click the '+' symbol'. The table has two columns: 'Degree' and 'Edit/View'. The first row shows 'Bachelor of Business Admin' and a right-pointing arrow icon.

Degree	Edit/View
Bachelor of Business Admin	>

Degree Form Opens

CancelDegreesSave

** Indicates required field*

*Degree

Details

Country

State

School Code

School Description

Field of Study Code

Field of Study Description

Graduated ☐

Year Acquired

A Degrees window will open. Follow the same step as slides 8-20, then click **Save**

Navigate to Editing/View Degree

The screenshot shows a web application interface for a 'Talent Profile'. At the top, there is a navigation bar with a back arrow, a clock, a heart, a search bar labeled 'Search in Menu', and icons for home, settings, and a profile. Below the navigation bar, the 'Talent Profile' header is visible. The profile information for 'Paola Hernandez' (Student Experience Internship) is shown. On the left, a sidebar contains a list of sections: General, Education, Degrees (highlighted), and Accomplishments. The main content area is titled 'Degrees' and contains a table with one entry: 'Bachelor of Business Admin'. The 'Edit/View' button, represented by a right arrow symbol, is highlighted with a red box. A yellow callout box with a red arrow points to this button, containing the text: 'To edit/view Degree, click the '>' symbol'.

Degree	Edit/View
Bachelor of Business Admin	>

Editing/View Degrees Form

[Cancel](#)

Degrees[Save](#)

** Indicates required field*

Degree Bachelor of Business Admin

[Details](#)

Country 

State 

School Code 

School Description Univ Of TX Rio Grande Valley

Field of Study Code 

Field of Study Description Finance

Graduated ☐

Year Acquired

[Delete](#)

To Edit:

Make any necessary changes, then click **Save**

To Delete:

To delete a degree, click **Delete**

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

Search in Menu

Talent Profile

General

Education

Highest Education Level

1

Degrees

1

Accomplishments

Degrees

Degree

Bachelor of Business Admin

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**

Congratulations!
You have successfully completed this
topic.
