

# Employee Self Service- Review and Update Personal Information

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DISABILITY

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

# Microsoft Authenticator (MFA)

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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:

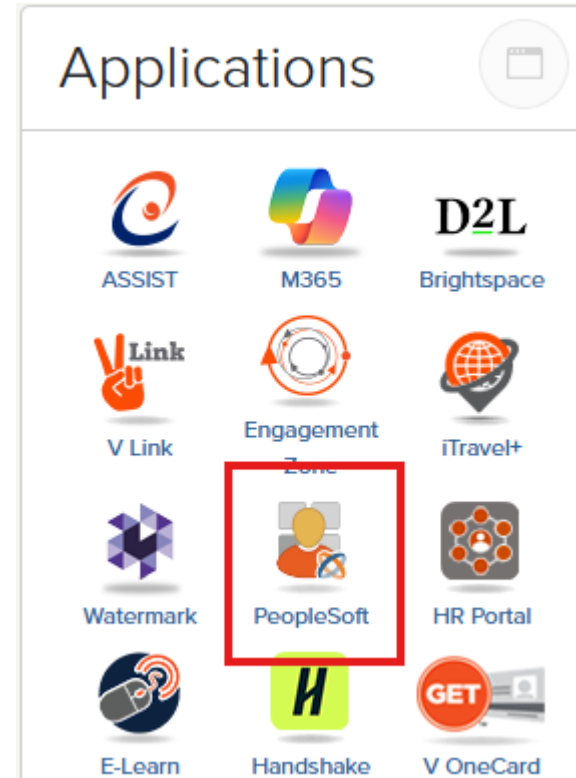
[Microsoft Multifactor Authentication.](#)



# Log In

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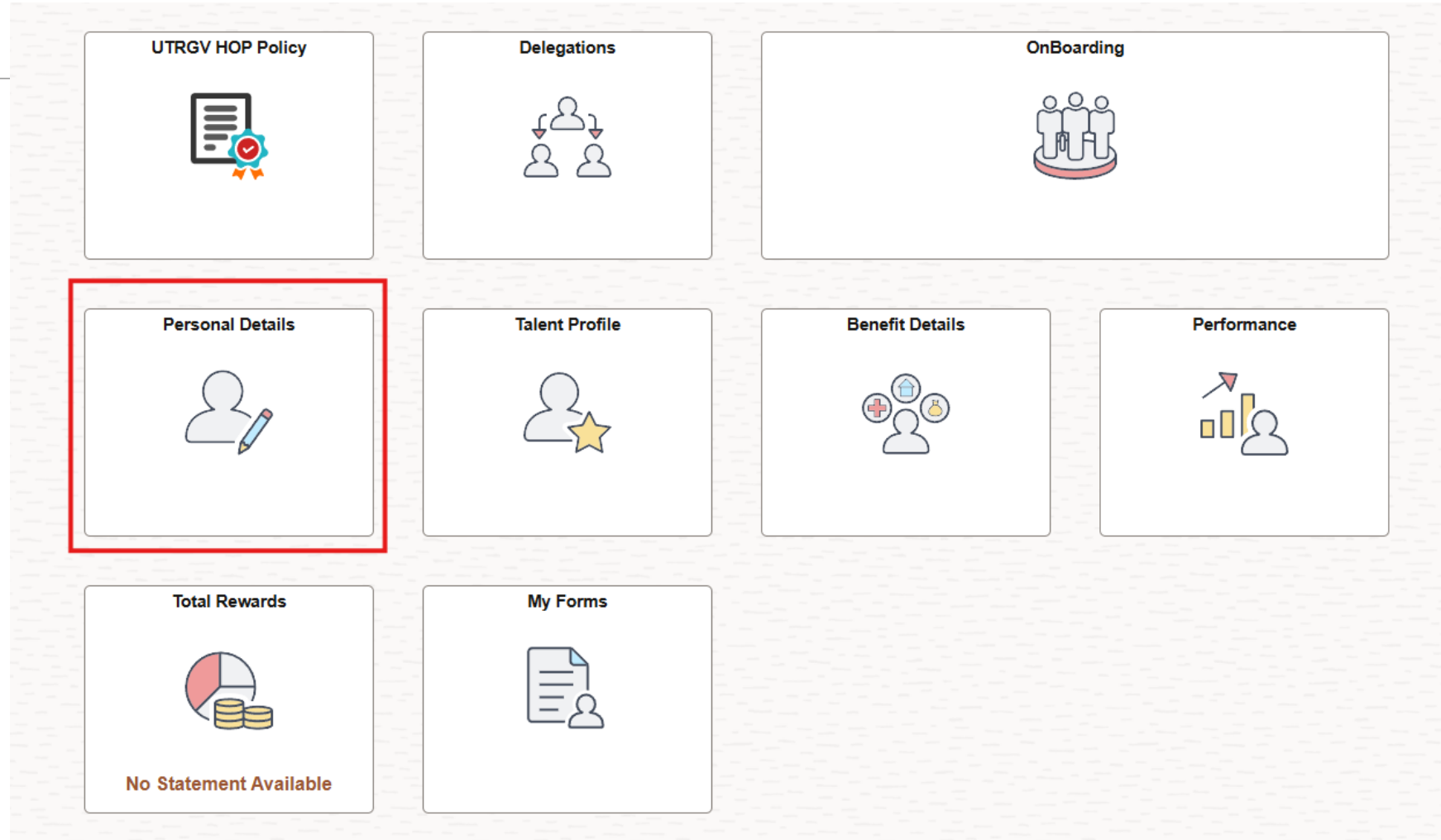
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



# 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 Disability Form

The screenshot shows a web application interface titled "Personal Details Dashboard". At the top, there is a red navigation bar with a search box labeled "Search in Menu" and several icons (back, refresh, heart, location, home, bell, and a menu icon). Below the navigation bar, the dashboard is organized into a grid of tiles. The tiles are: "Addresses" (Updated 10/20/2025), "Contact Details" (Updated 10/17/2025), "Emergency Contacts" (1 Contact), "Marital Status" (Updated 10/16/2025), "Name" (Updated 08/18/2025), "Ethnic Groups" (1 Ethnic Group), "Disability" (Not Submitted), and "Veteran Status" (Updated 0...). The "Disability" tile is highlighted with a red border. A yellow callout box with a red arrow pointing to the "Disability" tile contains the text: "The Personal Details Dashboard page will open. To fill out disability form, click **Disability** tile".

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

To fill out disability form, click **Disability** tile

# Filling Out Disability Form

Navigation icons: back, clock, heart, person. Search in Menu. Home, menu, share icons.

### Personal Details

Student Experience Internship

### Voluntary Self-Identification of Disability

Form CC-305  
Page 1 of 1

OMB Control Number 1  
Expires 04/30/2026

Name:

Date: 04/08/2026

Employee ID:

(if applicable)

#### Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

#### How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning

Read through the page, then select one of the boxes

Please check one of the boxes below:

- Yes, I have a disability, or have had one in the past
- No, I do not have a disability and have not had one in the past
- I do not want to answer

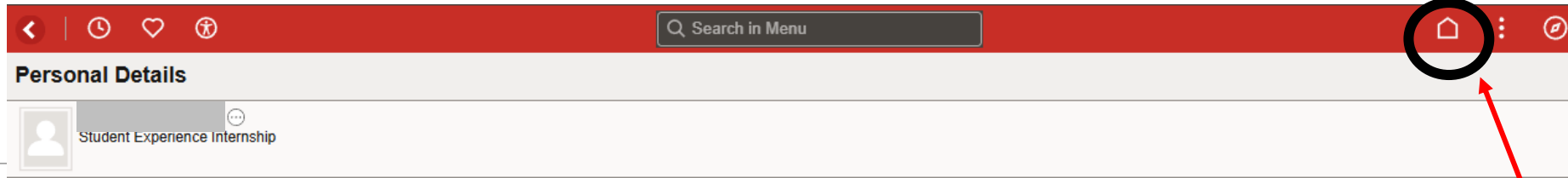
Once selected, click on **Submit**

Submit

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no person should take more than 15 minutes to complete this survey. This survey should take about 5 minutes to complete.

such collection displays a valid

# Navigate to Home Page

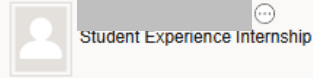


Click the **Home Button**



to return to the  
PeopleSoft Homepage

## Personal Details



### Voluntary Self-Identification of Disability

Form CC-305  
Page 1 of 1

OMB Control Number  
Expires 04/30/2026

Name:

Date: 04/08/2026

Employee ID: \_\_\_\_\_  
(if applicable)

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- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please check one of the boxes below:

- Yes, I have a disability, or have had one in the past
- No, I do not have a disability and have not had one in the past
- I do not want to answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Submit

# 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 a magnifying glass icon. Below the navigation bar, the page title is 'Employee Self Service'. The main content area contains several tiles: 'Delegations', 'OnBoarding', 'Personal Details', 'Talent Profile', 'Benefit Details', 'Performance', 'Total Rewards', and 'My Forms'. A dropdown menu is open on the right side of the page, showing options: 'New Window', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is highlighted with a red border. A red arrow points from a yellow callout box to the 'Sign Out' option.

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



Then select **Sign Out**

Congratulations!  
You have successfully completed this  
topic.

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