

Employee Self Service- Review and Update Talent Profile Information

GENERAL – DOCUMENT ACKNOWLEDGEMENTS

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

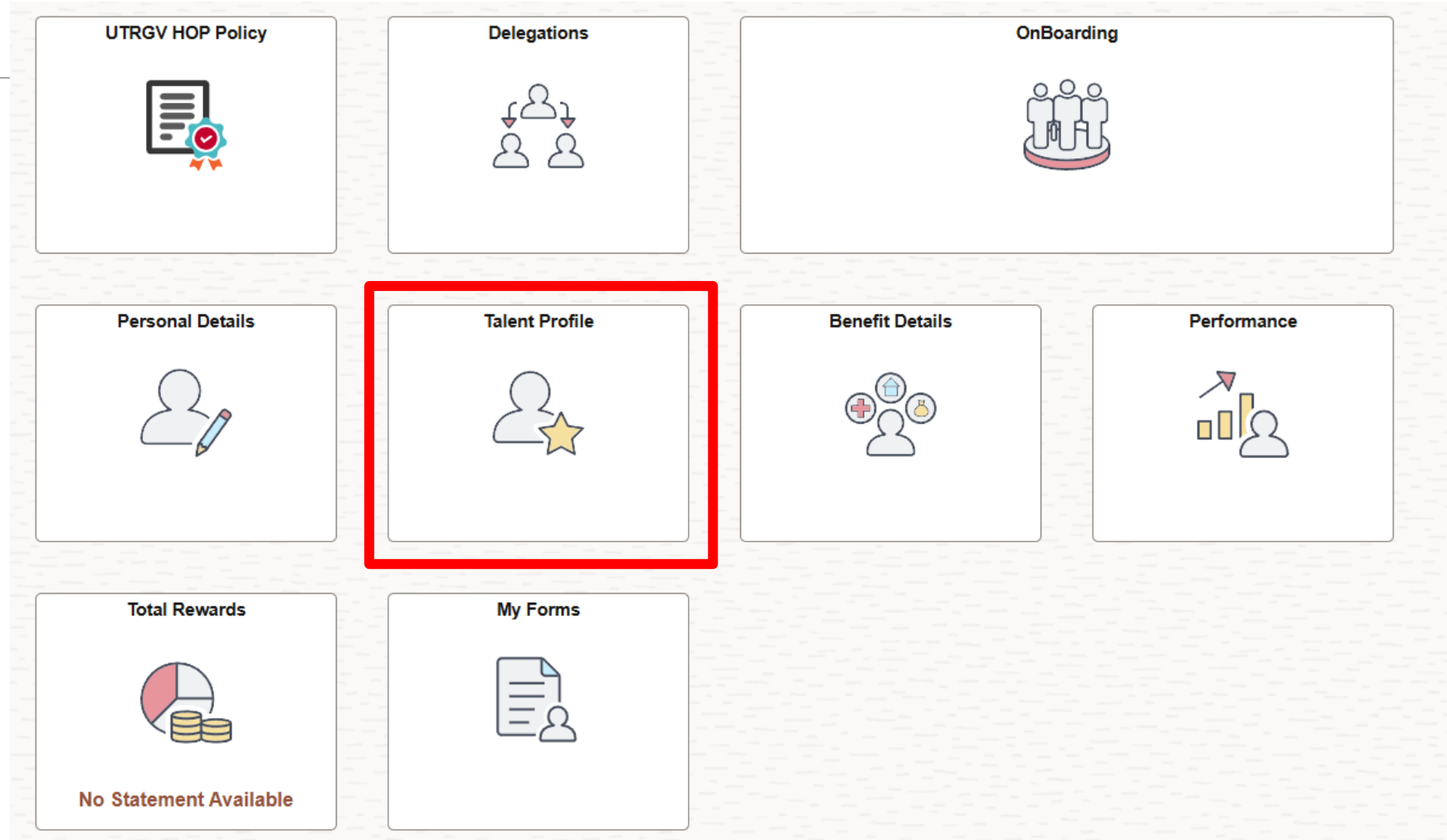


12Twenty

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 Document Acknowledgements

The screenshot shows a web 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 icons for home, menu, and profile. Below the bar, the page title 'Talent Profile' is displayed. A profile picture placeholder is visible. On the left is a sidebar menu with categories: 'General' (expanded), 'Education', and 'Accomplishments'. Under 'General', there are items: 'Data Privacy Elections' (0), 'Document Acknowledgements' (0), 'Relative Employed by UT' (0), 'Veteran Identification' (1), and 'Current Location' (0). The 'Document Acknowledgements' item is highlighted with a red box and a red arrow points to it. The main content area is titled 'Document Acknowledgements' and shows 'No data exists.' with an 'Add' button. A yellow callout box with a red arrow pointing to the 'Document Acknowledgements' menu item contains the text: 'To view Document Acknowledgements information, select **Document Acknowledgements**'.

Talent Profile

General ▾

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

Education ▾

Accomplishments ▾

Document Acknowledgements

No data exists.

[Add](#)

To view Document Acknowledgements information, select **Document Acknowledgements**

Add Document Acknowledgements

The screenshot shows a web 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 icons for home, menu, and a profile picture. Below the navigation bar is a header section for the 'Talent Profile' with a user profile picture placeholder. A left sidebar contains a list of menu items: 'General' (expanded), 'Data Privacy Elections' (0), 'Document Acknowledgements' (0, highlighted), 'Relative Employed by UT' (0), 'Veteran Identification' (1), 'Current Location' (0), 'Education', and 'Accomplishments'. The main content area is titled 'Document Acknowledgements' 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 Document Acknowledgements information, select **Add**'.

Talent Profile

Document Acknowledgements

No data exists.

[Add](#)

To add Document Acknowledgements information, select **Add**

Document Acknowledgements Form

Document Acknowledgements

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

** Indicates required field*

*Date Completed 

*Document Name 

I have read statement/policy ☐

A new page opens which allows user to make changes to Document Acknowledgements

Navigating to Date Completed Calendar

Document Acknowledgements

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

** Indicates required field*

*Date Completed 

*Document Name

I have read statement/policy ☐

Date Completed will automatically fill with the current date.

If not, click on the calendar icon



Adding Date Completed

Cancel

Calendar

October

2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

< Current Date >

edgements

Save

* Indicates required field

A calendar will open.
Select today's date

Adding Document Name

Cancel **Document Acknowledgements** Save

** Indicates required field*

*Date Completed 10/29/2025 

*Document Name 

I have read statement/policy ☐

Click on the magnifying glass



To make a selection in **Document Name**

Lookup Document Name

Cancel

Lookup

Search for: Document Name

> Search Criteria

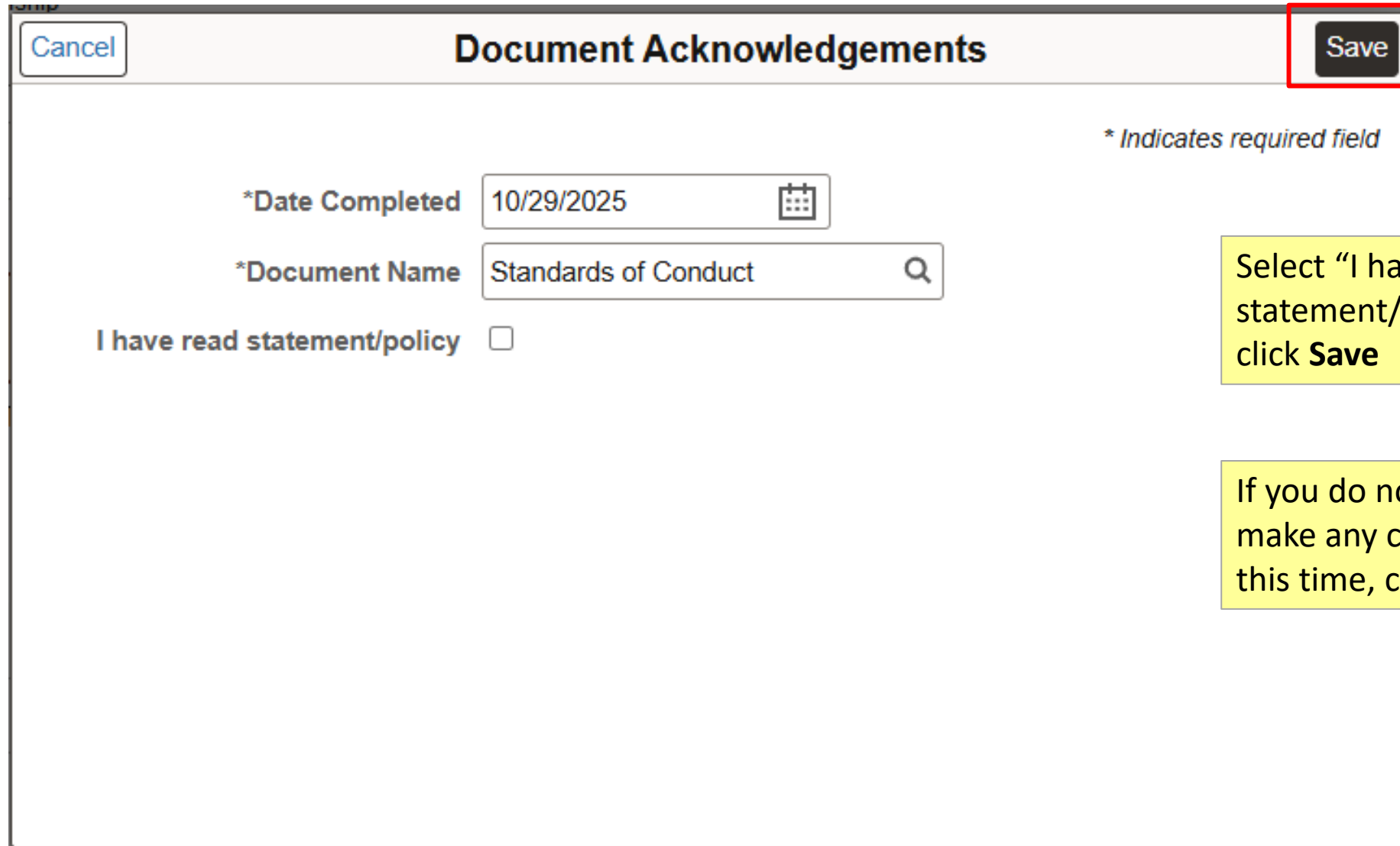
✓ Search Results

3 rows

Content Item ↑↓	Description ↑↓
ACK001	Conflicts of Interest Policy
ACK002	Standards of Conduct
ACK004	Political Activites by Certain Entities & Individuals

The **Lookup** page will open, select the document the user wishes to acknowledge

Submitting Document Acknowledgements Form



The screenshot shows a web form titled "Document Acknowledgements". 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, on the right side, is the text "* Indicates required field". The form contains two required fields: "*Date Completed" with a text input containing "10/29/2025" and a calendar icon, and "*Document Name" with a text input containing "Standards of Conduct" and a search icon. Below these fields is a checkbox labeled "I have read statement/policy".

Cancel

Document Acknowledgements

Save

* Indicates required field

*Date Completed 10/29/2025

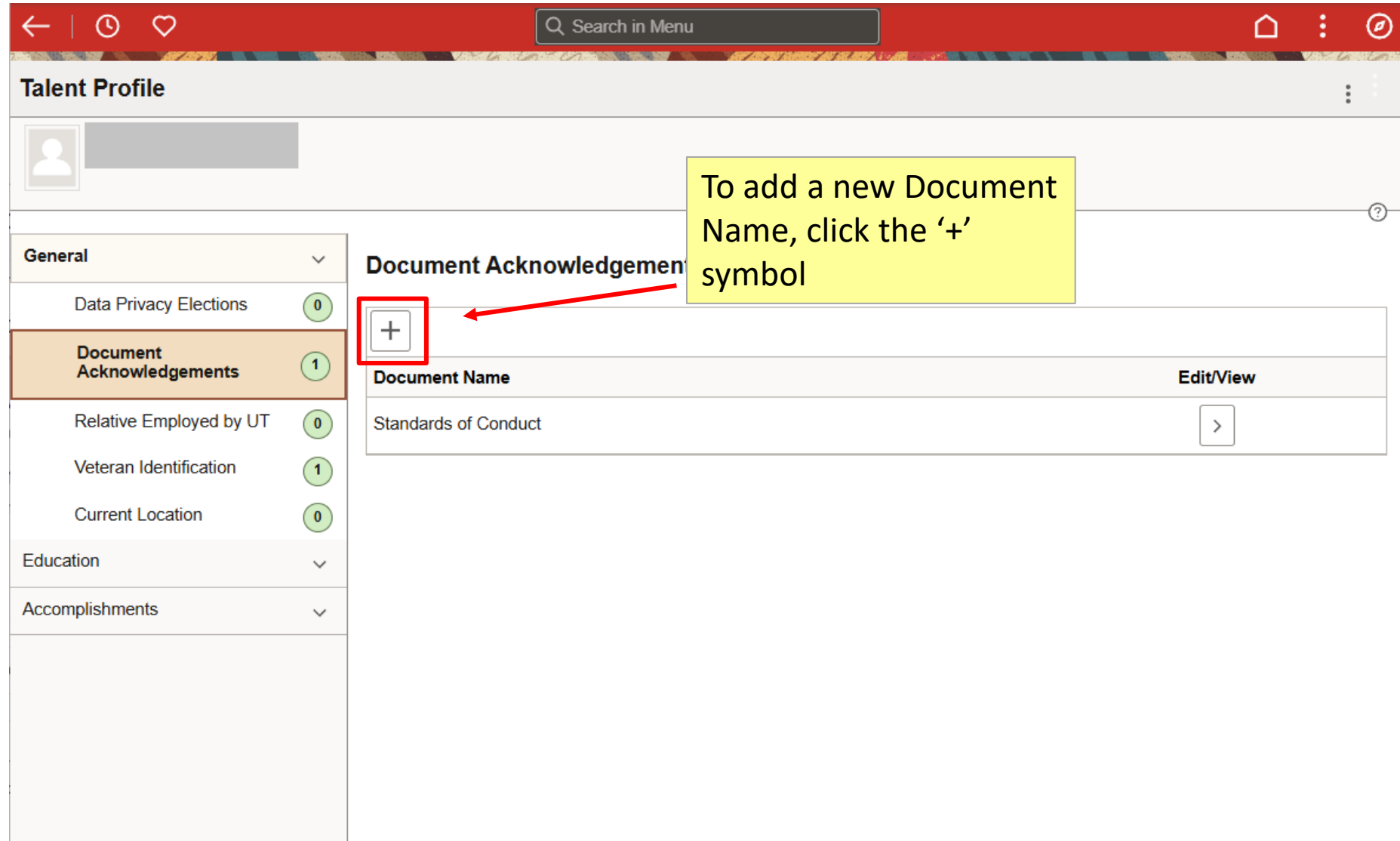
*Document Name Standards of Conduct

I have read statement/policy ☐

Select "I have read statement/policy", then click **Save**

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

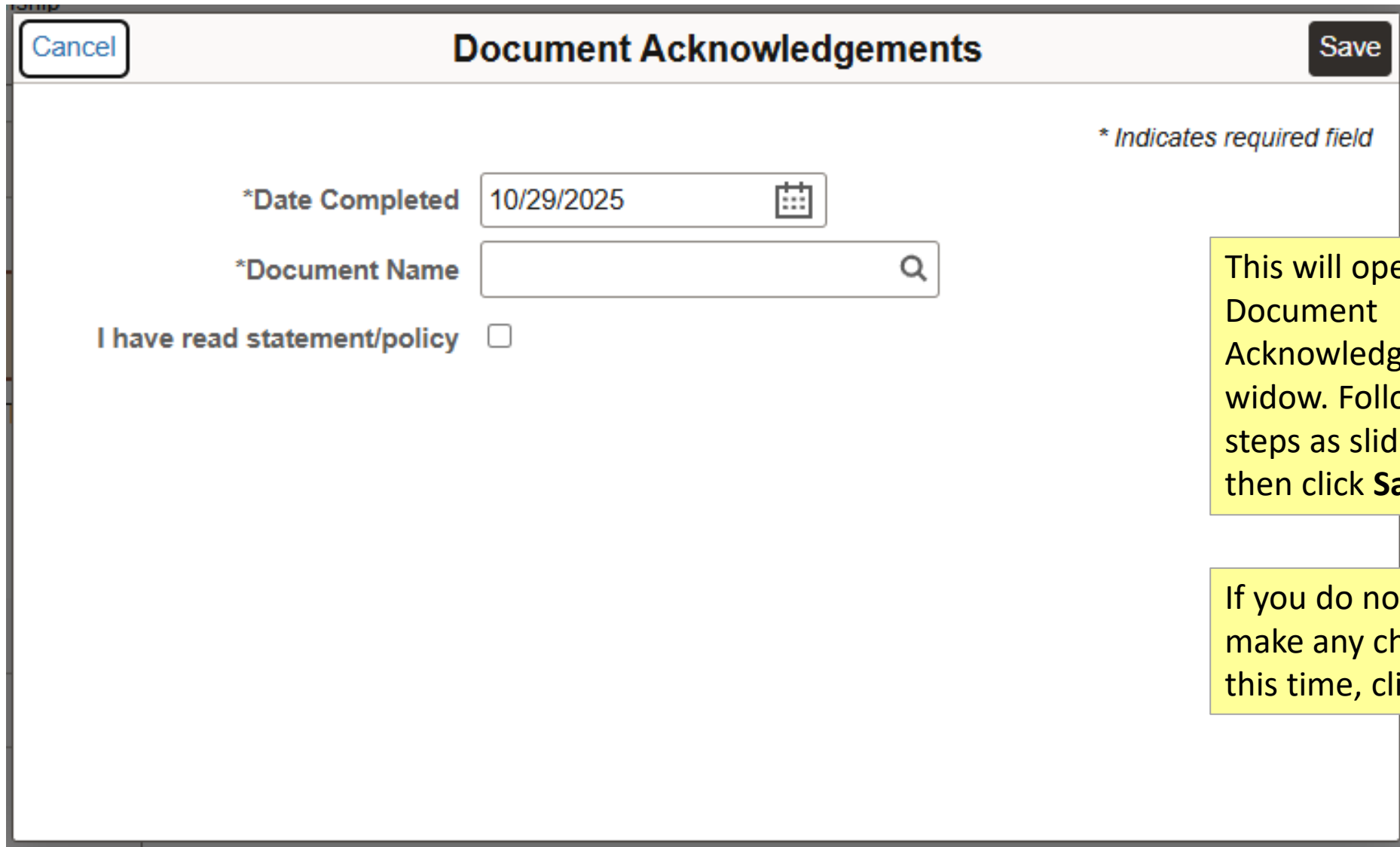
Adding Another Document Acknowledgement Form



The screenshot shows a 'Talent Profile' interface. On the left is a sidebar with categories: General, Data Privacy Elections (0), Document Acknowledgements (1), Relative Employed by UT (0), Veteran Identification (1), Current Location (0), Education, and Accomplishments. The 'Document Acknowledgements' section is active. A red box highlights a '+' icon in the top left of this section. A yellow callout box with a red arrow pointing to the '+' icon contains the text: 'To add a new Document Name, click the '+' symbol'. Below the '+' icon is a table with the following structure:

Document Name	Edit/View
Standards of Conduct	>

Open Document Acknowledgements Form

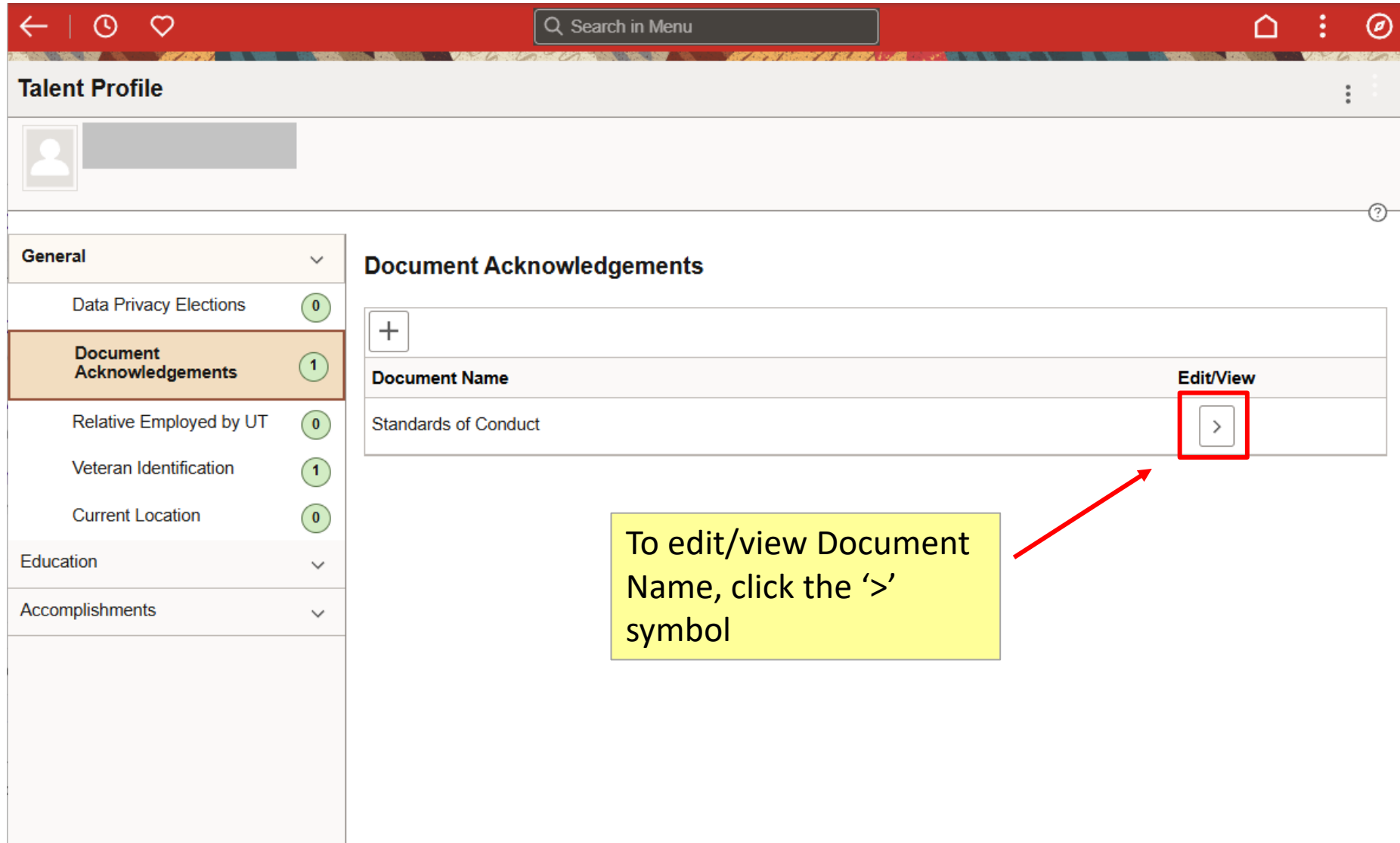


The screenshot shows a web form titled "Document Acknowledgements". At the top left is a "Cancel" button and at the top right is a "Save" button. Below the title bar, on the right side, is a note: "* Indicates required field". The form contains three main fields: 1. "*Date Completed" with a text input containing "10/29/2025" and a calendar icon to its right. 2. "*Document Name" with a text input and a magnifying glass icon to its right. 3. "I have read statement/policy" followed by an unchecked checkbox.

This will open the Document Acknowledgements window. Follow the same steps as slides 8-13, then click **Save**

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

Navigate to Editing/View Document Acknowledgements



The screenshot shows a web 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 icons for home, a menu, and a profile. Below the navigation bar is a header section for 'Talent Profile' with a user profile picture and a question mark icon. The main content area is divided into a left sidebar and a right pane. The sidebar contains a list of categories: 'General' (expanded), 'Data Privacy Elections' (0), 'Document Acknowledgements' (1, highlighted), 'Relative Employed by UT' (0), 'Veteran Identification' (1), 'Current Location' (0), 'Education', and 'Accomplishments'. The right pane is titled 'Document Acknowledgements' and contains a table with one row. The table has a header row with 'Document Name' and 'Edit/View'. The data row shows 'Standards of Conduct' and a button with a right-pointing chevron (>). A red box highlights the chevron button, and a red arrow points from a yellow text box to it. The yellow text box contains the instruction: 'To edit/view Document Name, click the '>' symbol'.

Talent Profile

Document Acknowledgements

Document Name	Edit/View
Standards of Conduct	>

To edit/view Document Name, click the '>' symbol

Editing/View Document Acknowledgements

Cancel

Document Acknowledgements

Save

** Indicates required field*

Date Completed 10/29/2025

Add New Version

Document Name Standards of Conduct

I have read statement/policy ☒

Delete

To Delete:

To delete Document Acknowledgements, click **Delete**

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

Search in Menu

Talent Profile

General

Data Privacy Elections

0

Document Acknowledgements

1

Relative Employed by UT

0

Veteran Identification

1

Current Location

0

Education

Accomplishments

Document Acknowledgements

Document Name

Standards of Conduct

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**

You may sign out of
PeopleSoft by selecting
more options icon



Then select **Sign Out**

Congratulations!
You have successfully completed this
topic.
