

# Employee Self Service- Review and Update Talent Profile Information

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GENERAL – DOCUMENT ACKNOWLEDGEMENTS

# 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:

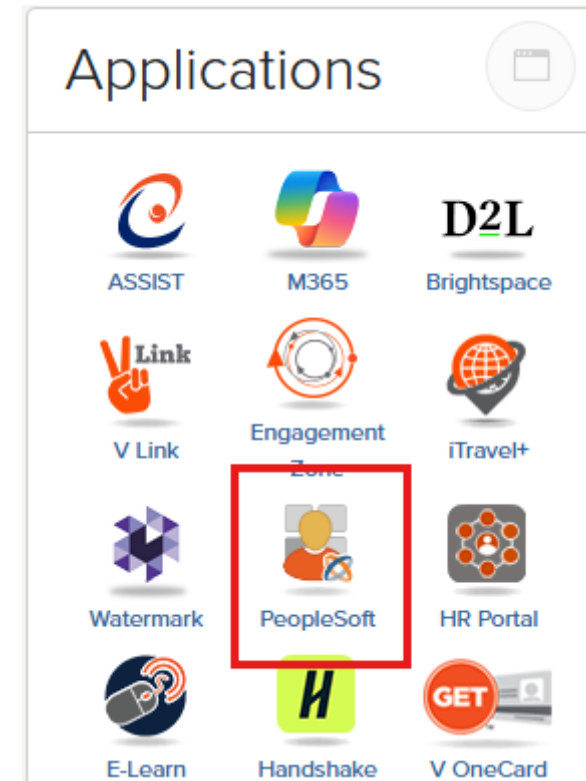
[Microsoft Multifactor Authentication.](#)



# Log In

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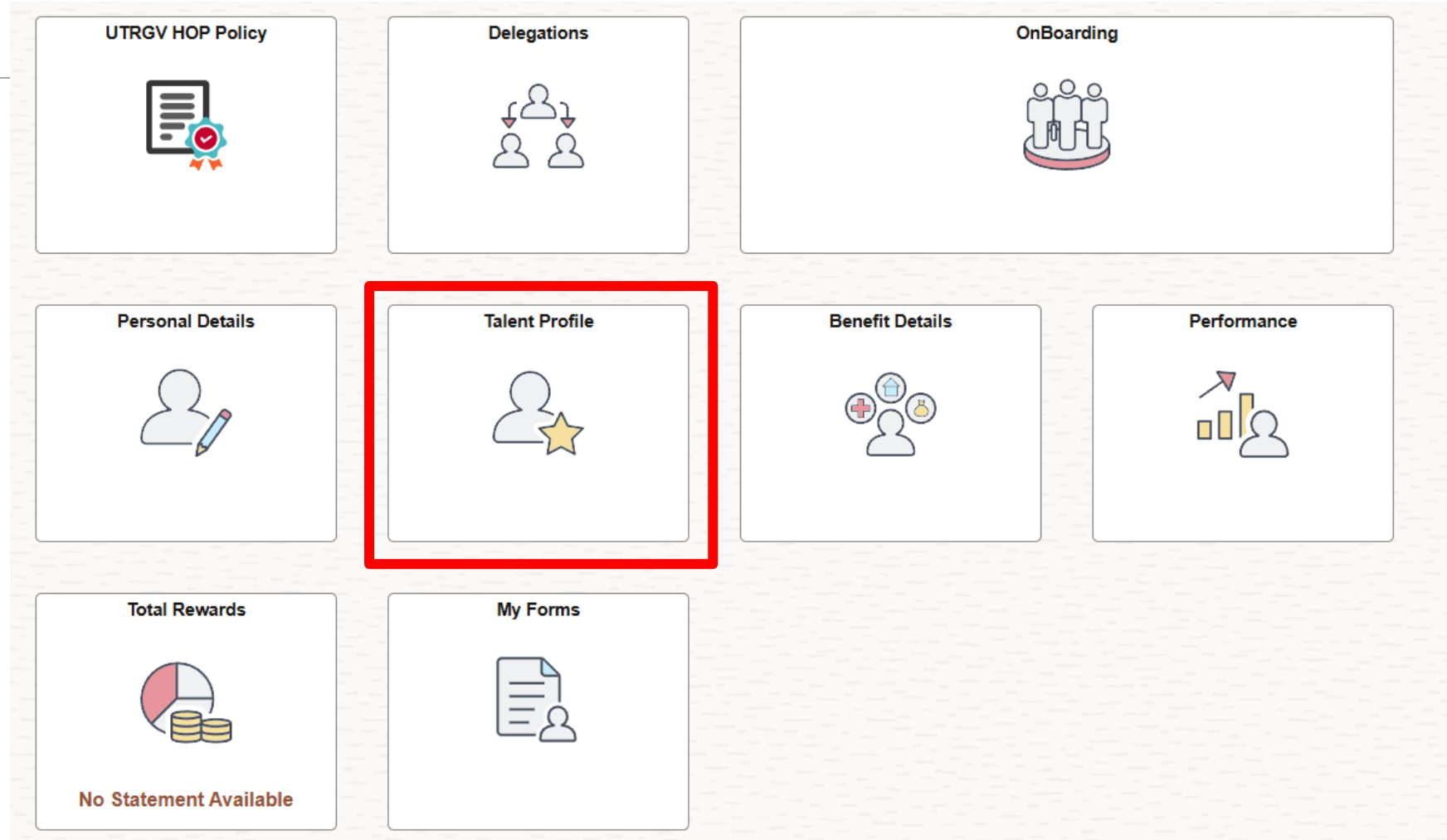
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



# Navigate to Personal Details

1. PeopleSoft opens to the Employee Self Service page

2. Scroll to the bottom of the page and select **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 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 on the left, and a profile picture placeholder is on the right. A left-hand navigation menu is expanded, showing several categories: 'General' (with a dropdown arrow), 'Data Privacy Elections' (0), 'Document Acknowledgements' (0, highlighted with a red box and a red arrow), 'Relative Employed by UT' (0), 'Veteran Identification' (1), 'Current Location' (0), 'Education' (with a dropdown arrow), and 'Accomplishments' (with a dropdown arrow). The main content area on the right is titled 'Document Acknowledgements' and displays the message 'No data exists.' with an 'Add' button. A yellow callout box with black text points to the 'Document Acknowledgements' menu item, stating: '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

**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', 'Data Privacy Elections', 'Document Acknowledgements' (highlighted with an orange background), 'Relative Employed by UT', 'Veteran Identification', 'Current Location', 'Education', and 'Accomplishments'. Each item has a green circular icon with a number. 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 enclosed in 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

**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 | <b>29</b> | 30 | 31 |    |

< Current Date >

**Acknowledgements** Save

\* Indicates required field

I have read and agree with the terms and conditions of the service.

A calendar will open.  
Select today's date

# Adding Document Name

Document Acknowledgements

Cancel 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

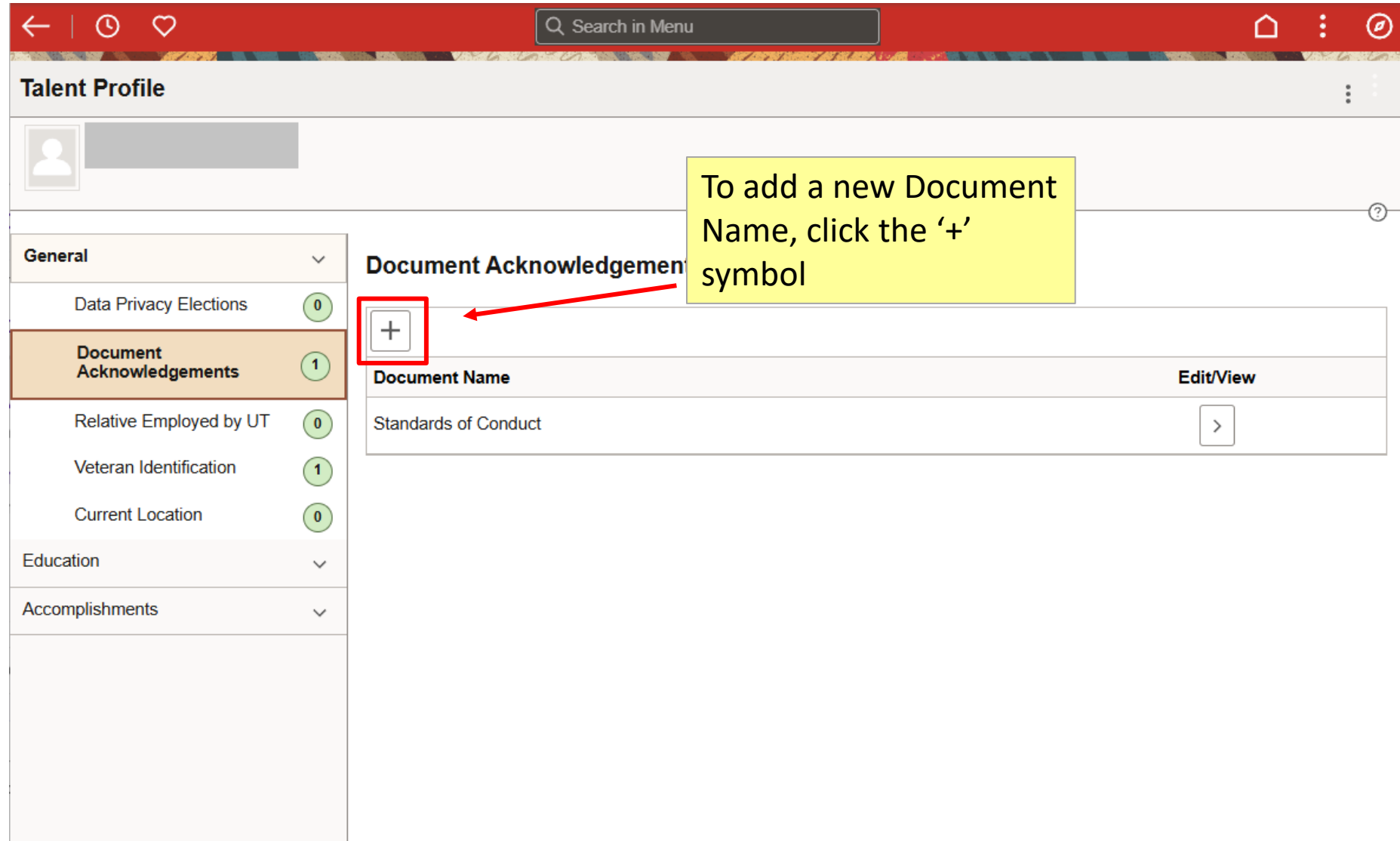
\*Document Name Standards of Conduct

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**

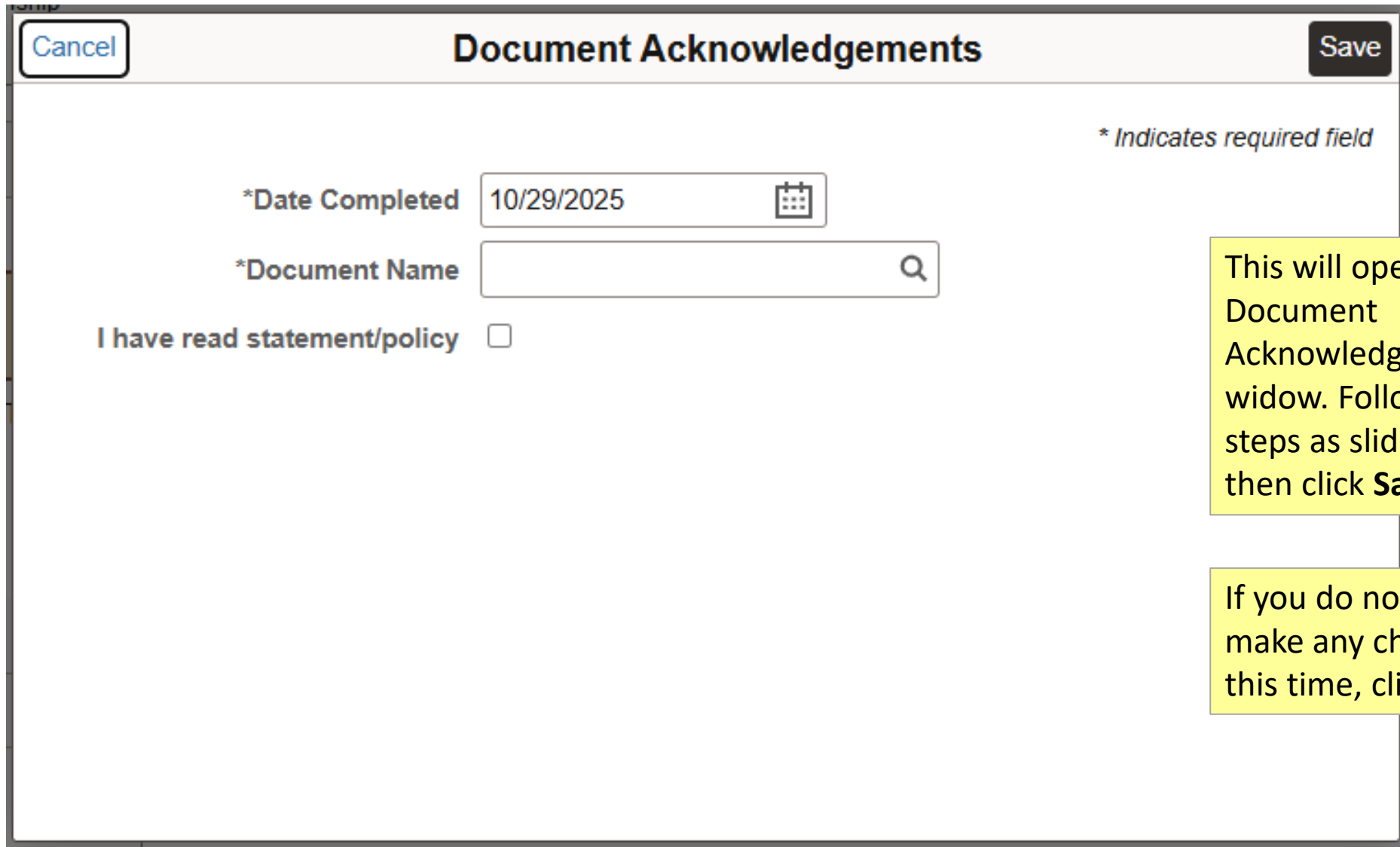
# Adding Another Document Acknowledgement Form



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 content:

| Document Name        | Edit/View |
|----------------------|-----------|
| Standards of Conduct | >         |

# Open Document Acknowledgements Form

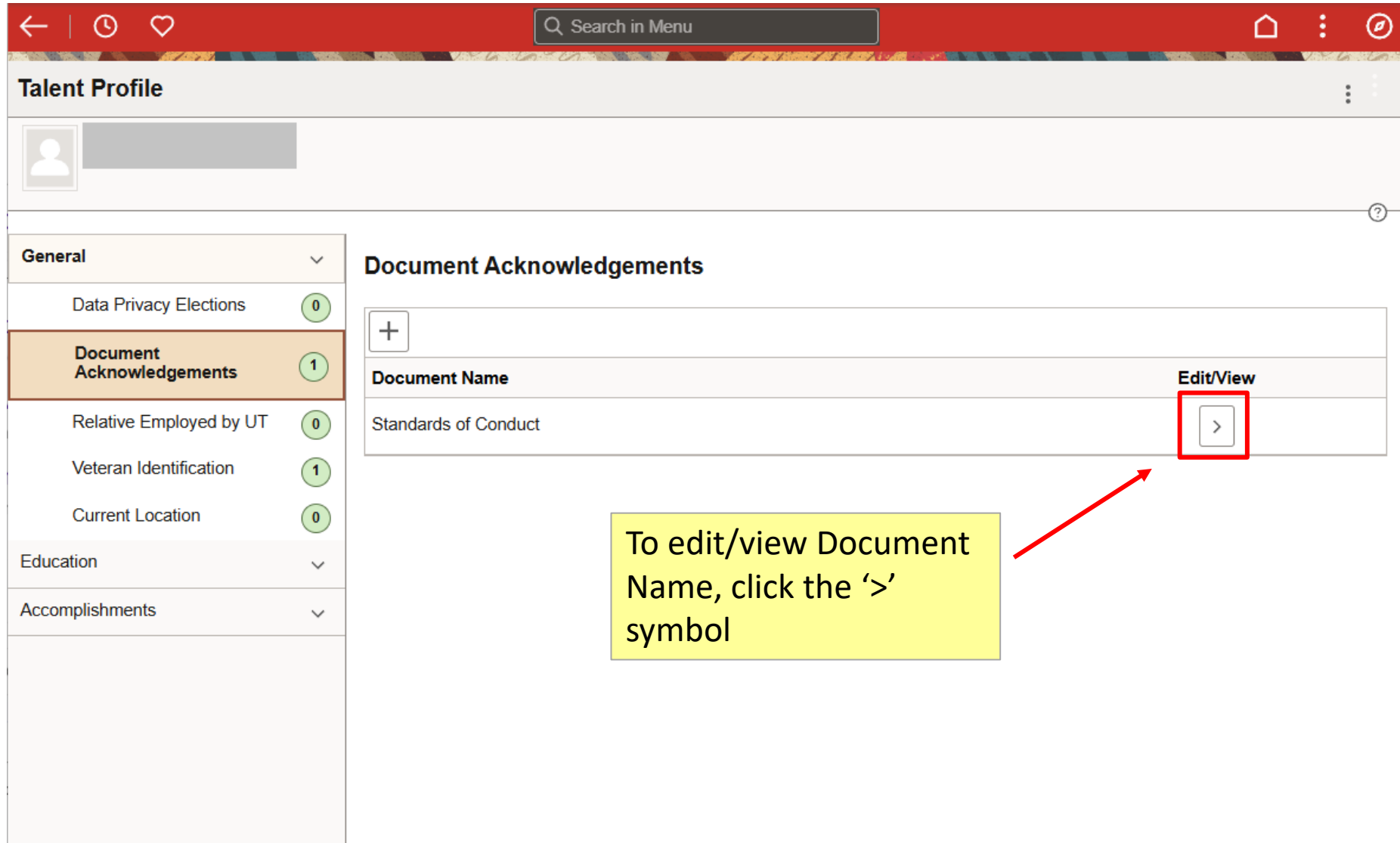


The screenshot shows a web form titled "Document Acknowledgements". At the top left is a "Cancel" button and at the top right is a "Save" button. Below the title bar, on the right side, is a note: "\* Indicates required field". The form contains three main input areas: 1. A label "\*Date Completed" followed by a text box containing "10/29/2025" and a calendar icon. 2. A label "\*Document Name" followed by a text box with a magnifying glass icon. 3. A label "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

My Forms

No Statement Available

New Window

My Preferences

Help

Sign Out

You may sign out of PeopleSoft by selecting more options icon

Then select **Sign Out**

The screenshot shows the PeopleSoft Employee Self Service interface. The top navigation bar includes 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 icons for home, a more options menu (three dots), and a refresh icon. The main content area is titled 'Employee Self Service' and contains a grid of nine tiles: 'Delegations' (with a hierarchy icon), 'OnBoarding' (with a group of people icon), 'Personal Details' (with a person and pencil icon), 'Talent Profile' (with a person and star icon), 'Benefit Details' (with a person and medical icons), 'Performance' (with a bar chart and person icon), 'Total Rewards' (with a pie chart and coins icon, and a note 'No Statement Available'), and 'My Forms' (with a document and person icon). A red arrow points from a yellow instruction box to the 'more options' icon (three dots) in the top right corner. A dropdown menu is open from this icon, showing options: 'New Window', 'My Preferences', 'Help', and 'Sign Out' (which is highlighted with a red border).

Congratulations!  
You have successfully completed this  
topic.

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