

Employee Self Service- Review and Update Personal Information

EMERGENCY CONTACTS



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

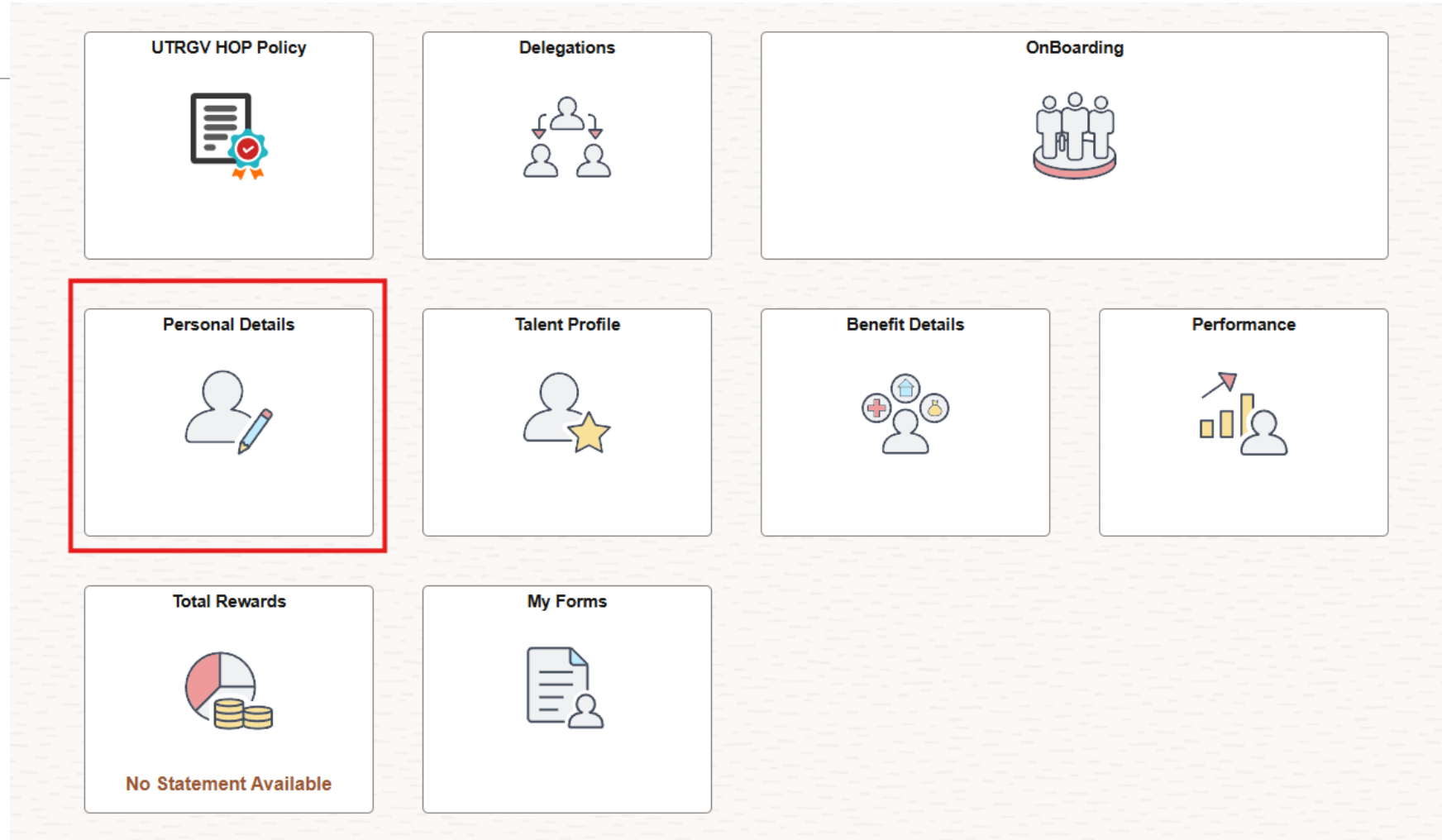


12Twenty

Navigate to Personal Details

1. PeopleSoft opens to the Employee Self Service page

2. Scroll to the bottom of the page and select **Personal Details** Tile



Navigate to Emergency Contacts

Personal Details Dashboard

Search in Menu

Addresses

Updated 04/08/2026

Contact Details

1 Ethnic Group

Emergency Contacts

1 Contact

Marital Status

Updated 08/24/2023

Name

Updated 08/24/2023

Disability

Not Submitted

Veteran Status

Not Submitted

Additional Information

To edit your Emergency Contacts, select **Emergency Contacts**

Adding New Emergency Contact

The screenshot shows a mobile application interface. 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 a home icon. Below the navigation bar is a section titled 'Personal Details' with a profile picture and the text 'Student Experience Internship'. Underneath is a section titled 'Emergency Contact Details'. In this section, the text 'No emergency contact exists.' is displayed above a button labeled 'Add Emergency Contact'. A red rectangular box highlights this button. A yellow callout box with a black border and text points to the button with a red arrow. The callout text reads: 'To add an emergency contact, click the **Add Emergency Contact**'.

Personal Details

Student Experience Internship

Emergency Contact Details

No emergency contact exists.

Add Emergency Contact

To add an emergency contact, click the **Add Emergency Contact**

Filling Out Emergency Contact Form

The screenshot shows a web form titled "Emergency Contact". At the top left is a "Cancel" button and at the top right is a "Save" button. Below the title bar, there is a text input field for "*Contact Name" and a dropdown menu for "*Relationship". A note "* Indicates required field" is located to the right of these fields. Below them is a checkbox labeled "Preferred Contact" which is checked. The form is divided into three sections: "Address", "Phone Numbers", and "Add Address". The "Address" section contains the text "No data exists." and an "Add Address" button. The "Phone Numbers" section contains the text "No data exists. At least one phone number is required." and an "Add Phone Number" button.

Emergency Contact

Cancel Save

* Indicates required field

*Contact Name

*Relationship

Preferred Contact ☒

Address

No data exists.

Add Address

Phone Numbers

No data exists. At least one phone number is required.

Add Phone Number

1. Enter Contacts name
2. Select Relationship

Navigating to Add Address

The screenshot shows a web form titled "Emergency Contact". At the top left is a "Cancel" button and at the top right is a "Save" button. The form contains several fields: "*Contact Name" (text input), "*Relationship" (dropdown menu), and "Preferred Contact" (checkbox, which is checked). A note "* Indicates required field" is located to the right of the top fields. Below these is a section titled "Address" with the text "No data exists." and a button labeled "Add Address". The "Add Address" button is highlighted with a red rectangular box, and a red arrow points from a yellow callout box to it. The callout box contains the text: "To add an address for this contact, click on **Add Address**". Below the "Address" section is another section titled "Phone Numbers" with the text "No data exists. At least one phone number is required." and a button labeled "Add Phone Number".

Emergency Contact

Cancel Save

* Indicates required field

*Contact Name

*Relationship

Preferred Contact ☒

Address

No data exists.

Add Address

To add an address for this contact, click on **Add Address**

Phone Numbers

No data exists. At least one phone number is required.

Add Phone Number

Filling Out Address Form

The image shows a screenshot of a mobile application interface. At the top, there is a dark grey header bar with the title "Emergency Contact" in white. On the left side of this bar is a "Cancel" button, and on the right is a "Save" button. Below the header, there is a white rectangular area representing the "Address" form. This area has its own "Cancel" button on the top left and a "Done" button on the top right. Inside the "Address" form, there is a checkbox labeled "Same as mine" which is currently unchecked. Below this, there is a field for "*Country" with the text "United States" and a magnifying glass icon on the right. Following this are three stacked text input fields labeled "Address 1", "Address 2", and "Address 3". Below these are three more stacked text input fields labeled "City", "State" (with a magnifying glass icon on the right), and "Postal". At the bottom of the form is a "County" text input field. In the bottom left corner of the white "Address" form area, there is a blue "Clear" link.

Input address details,
then click **Done**

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

Editing or Deleting Address

CancelEmergency ContactSave

* Indicates required fields

***Contact Name**

***Relationship**

Preferred Contact ☒

Address

1201 W University Dr
Edinburg, TX 78539-
Hildalgo

>

Phone Numbers

+

Phone	Extension	Type
555/555-5555		Mobile

>

To edit or delete an emergency contacts address, select the address you want to edit

Editing or Deleting Selected Address

Cancel **Address** Done

Same as mine ☐

*Country

Address 1

Address 2

Address 3

City

State

Postal

County

Clear

To Edit:

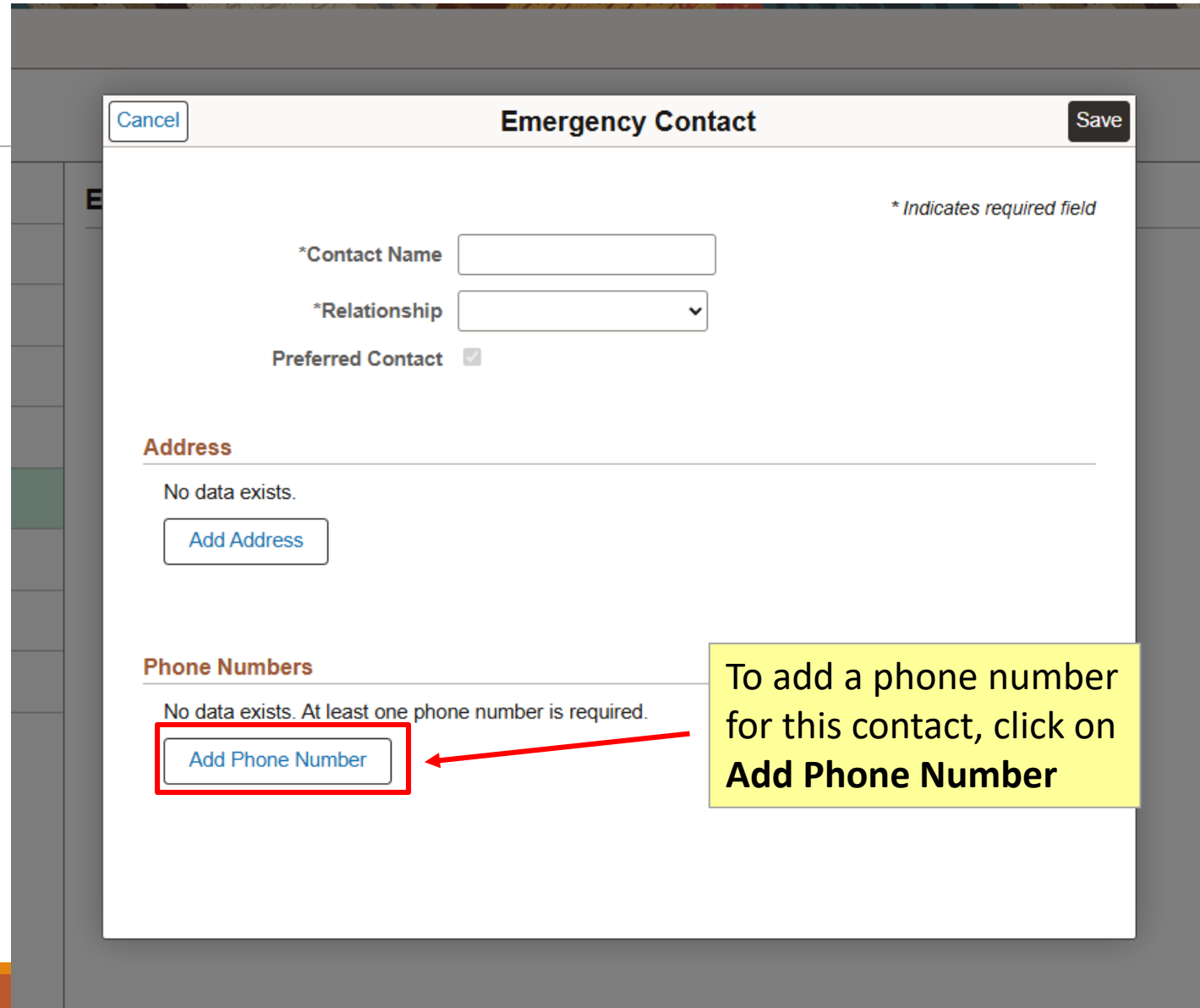
Make any necessary changes, then click **Done**

To Delete:

To delete an address, click **Delete**

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

Navigating to Add New Phone Number



The screenshot shows a web form titled "Emergency Contact". At the top left is a "Cancel" button and at the top right is a "Save" button. The form contains several fields: "*Contact Name" (text input), "*Relationship" (dropdown menu), and "Preferred Contact" (checkbox, which is checked). A note "* Indicates required field" is located to the right of the top fields. Below these is a section titled "Address" with the text "No data exists." and an "Add Address" button. Further down is a section titled "Phone Numbers" with the text "No data exists. At least one phone number is required." and an "Add Phone Number" button. The "Add Phone Number" button is highlighted with a red rectangular box. A red arrow points from a yellow callout box to this button. The callout box contains the text: "To add a phone number for this contact, click on Add Phone Number".

Emergency Contact

Cancel Save

* Indicates required field

*Contact Name

*Relationship

Preferred Contact ☒

Address

No data exists.

Add Address

Phone Numbers

No data exists. At least one phone number is required.

Add Phone Number

To add a phone number for this contact, click on Add Phone Number

Filling Out Phone Number Form

The image shows a screenshot of an 'Emergency Contact' form. A modal titled 'Phone Number' is open in the foreground. The modal has a 'Cancel' button on the top left and a 'Done' button on the top right. Inside the modal, there is a checkbox labeled 'Same phone as mine' which is unchecked. Below this is a dropdown menu labeled '*Type' with a downward arrow. Underneath the dropdown are two text input fields: '*Number' and 'Extension'. The background form is dimmed but shows sections for 'Address' and 'Phone Number', each with a 'No data exists.' message and an 'Add' button. The top of the background form has 'Cancel' and 'Save' buttons. A note '* Indicates required field' is visible in the top right of the background form.

1. Select the **Type** of **Phone Number**
2. Enter contacts phone number and click **Done**

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

Adding Another Phone Number for Emergency Contact

Cancel

Emergency Contact

Save

* Indicates required field

*Contact Name

Parent Name

*Relationship

Parent

Preferred Contact

☒

Address

1201 W University Dr
Edinburg, TX 78539-
Hildalgo

>

Phone Numbers

+

Phone	Extension	Type	
555/555-5555		Mobile	>

To add an additional
phone number for your
emergency contact,
click on the '+' symbol

Filling Out Another Phone Number Form

The image shows a screenshot of an 'Emergency Contact' form. At the top, there are 'Cancel' and 'Save' buttons. The form contains sections for 'Address' and 'Phone Number', each with a 'No data exists.' message and an 'Add' button. A modal titled 'Phone Number' is open in the center. It has 'Cancel' and 'Done' buttons. Inside the modal, there is a checkbox labeled 'Same phone as mine', a dropdown menu for '*Type', and two text input fields for '*Number' and 'Extension'. A note '* Indicates required field' is visible in the background.

Emergency Contact

Cancel Save

* Indicates required field

Phone Number

Cancel Done

Same phone as mine ☐

*Type

*Number

Extension

Address

No data exists.

Add Address

Phone Number

No data exists.

Add Phone Number

1. Select the **Type of Phone Number**
2. Enter contacts phone number and click **Done**

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

Editing or Deleting Phone Number

Cancel

Emergency Contact

Save

** Indicates required field*

***Contact Name**

***Relationship**

Preferred Contact ☐

Address

1201 W University Dr
Edinburg, TX 78539-
Hidalgo

>

Phone Numbers

+

Phone	Extension	Type	
555/555-5555		Mobile	>
555/555-0100		Mobile	>

To edit or delete an emergency contacts phone number, select the phone number you want to edit

Editing or Deleting Selected Phone Number

The screenshot shows the 'Emergency Contact' app interface. At the top, there are 'Cancel' and 'Save' buttons. The main form includes fields for 'Name', 'Address', and 'Phone Numbers'. The 'Phone Numbers' section is currently active, displaying a list of phone numbers: '555/555-0100' (Mobile) and '555/555-5555' (Other). A 'Phone Number' dialog box is overlaid on the screen. This dialog has 'Cancel' and 'Done' buttons. It contains a checkbox labeled 'Same phone as mine', a dropdown menu for '*Type' (currently set to 'Mobile'), a text field for '*Number' (containing '555/555-0100'), and a text field for 'Extension'. A 'Delete' button is located at the bottom of the dialog.

Emergency Contact

Cancel Save

* Indicates required field

Same phone as mine ☐

*Type Mobile

*Number 555/555-0100

Extension

Delete

Address

1201 W University D
Edinburg, TX 78539
Hidalgo

Phone Numbers

+ Phone

555/555-0100 Mobile

555/555-5555 Other

To Edit:

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

To Delete:

To delete a phone number, click **Delete**

If you do not want to add a phone number, click **Cancel**

Saving Emergency Contact

Cancel

Emergency Contact

Save

** Indicates required field*

*Contact Name

Parent Name

*Relationship

Parent

Preferred Contact

☐

Address

1201 W University Dr
Edinburg, TX 78539-
Hidalgo

Phone Numbers

+

Phone	Extension	Type
555/555-5555		Mobile

Once you have made your changes, click **Save**

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

Adding Another Emergency Contact

Search in Menu

Personal Details

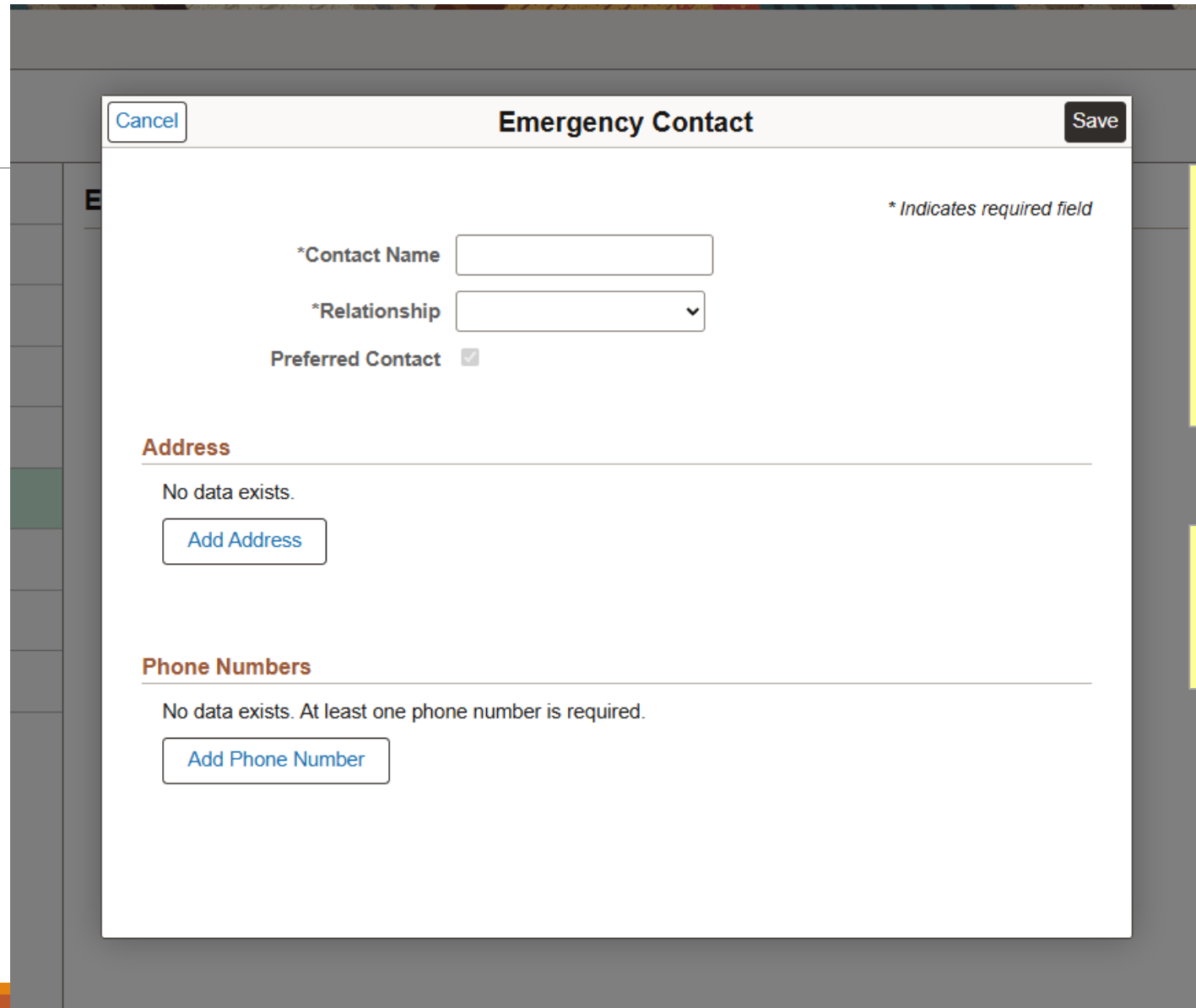
Student Experience Internship

Emergency Contact Details

Contact Name	Relationship	Preferred Contact	
Parent Name	Parent	✓	>

To add a new
Emergency Contact ,
click the '+' symbol

Adding Another Emergency Contact Form



The screenshot shows a web application window titled "Emergency Contact". At the top left is a "Cancel" button and at the top right is a "Save" button. Below the title bar, on the right, is a note: "* Indicates required field". The form contains the following fields:

- *Contact Name: A text input field.
- *Relationship: A dropdown menu with a downward arrow.
- Preferred Contact: A checkbox that is currently checked.

Below these fields, there are two sections separated by horizontal lines:

- Address**: A section header followed by the text "No data exists." and a button labeled "Add Address".
- Phone Numbers**: A section header followed by the text "No data exists. At least one phone number is required." and a button labeled "Add Phone Number".

This will open the Emergency Contact's window. Follow the same steps as slides 7-18, then click **Save**

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

Editing or Deleting Emergency Contact

Personal Details

  Student Experience Internship

Emergency Contact Details



Contact Name	Relationship	Preferred Contact
Parent Name	Parent	✓ >
Friend's Name	Friend	>



To edit or delete an emergency contact, select the contact you want to edit

Editing or Deleting Emergency Contact Form

- To Edit:**
Make any necessary changes.
- Click on the Address you want to edit. Make necessary changes
 - Click on the Phone Number you want to edit. Make necessary changes
- Once the info is updated, click **Save**
- To Delete:**
To delete an emergency contact, click **Delete**

Cancel

Emergency Contact

Save

*Contact Name

Friend's Name

*Relationship

Friend

Preferred Contact

☒

* Indicates required field

Address

1201 W University Dr
Edinburg, TX 78539-
Hildalgo

Phone Numbers

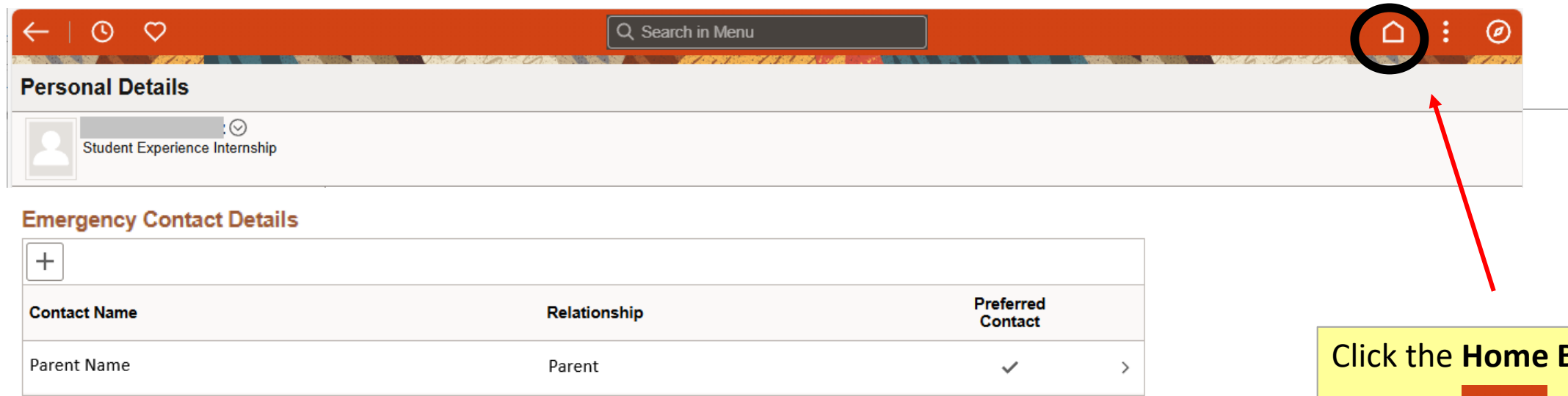
+

Phone	Extension	Type
555/555-0100		Mobile

Delete

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

Navigate to Home Page



The screenshot shows a PeopleSoft interface with a top navigation bar. The bar has a red background and contains a back arrow, a clock icon, a heart icon, a search bar labeled "Search in Menu", and a home button (house icon) circled in black. A red arrow points from the home button to a yellow callout box on the right. Below the navigation bar, the "Personal Details" section shows a user profile for "Student Experience Internship". Below that, the "Emergency Contact Details" section contains a table with one row: "Parent Name" (Contact Name), "Parent" (Relationship), and "Preferred Contact" (checked).

Contact Name	Relationship	Preferred Contact
Parent Name	Parent	✓

Click the **Home Button**



to return to the
PeopleSoft Homepage

Sign Out of PeopleSoft

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, more options, and refresh. The main content area is titled 'Employee Self Service' and contains a grid of service tiles: Delegations, OnBoarding, Personal Details, Talent Profile, Benefit Details, Performance, Total Rewards (with a 'No Statement Available' message), and My Forms. A dropdown menu is open from the 'More Options' icon (three vertical dots) in the top right corner. The menu contains the following items: 'New Window', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is highlighted with a red rectangular border. A red arrow points from a yellow callout box to the 'Sign Out' option.

Employee Self Service

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 the more options icon

Then select **Sign Out**

Congratulations!
You have successfully completed this
topic.
