

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.

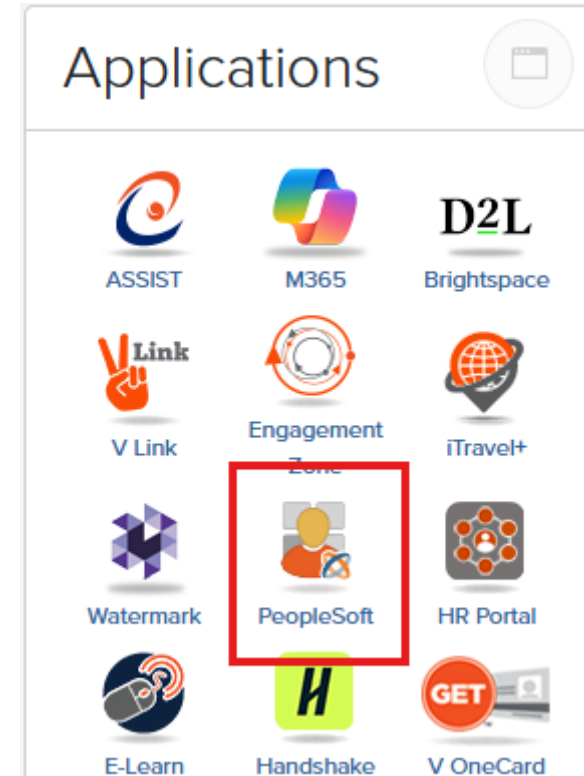
For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

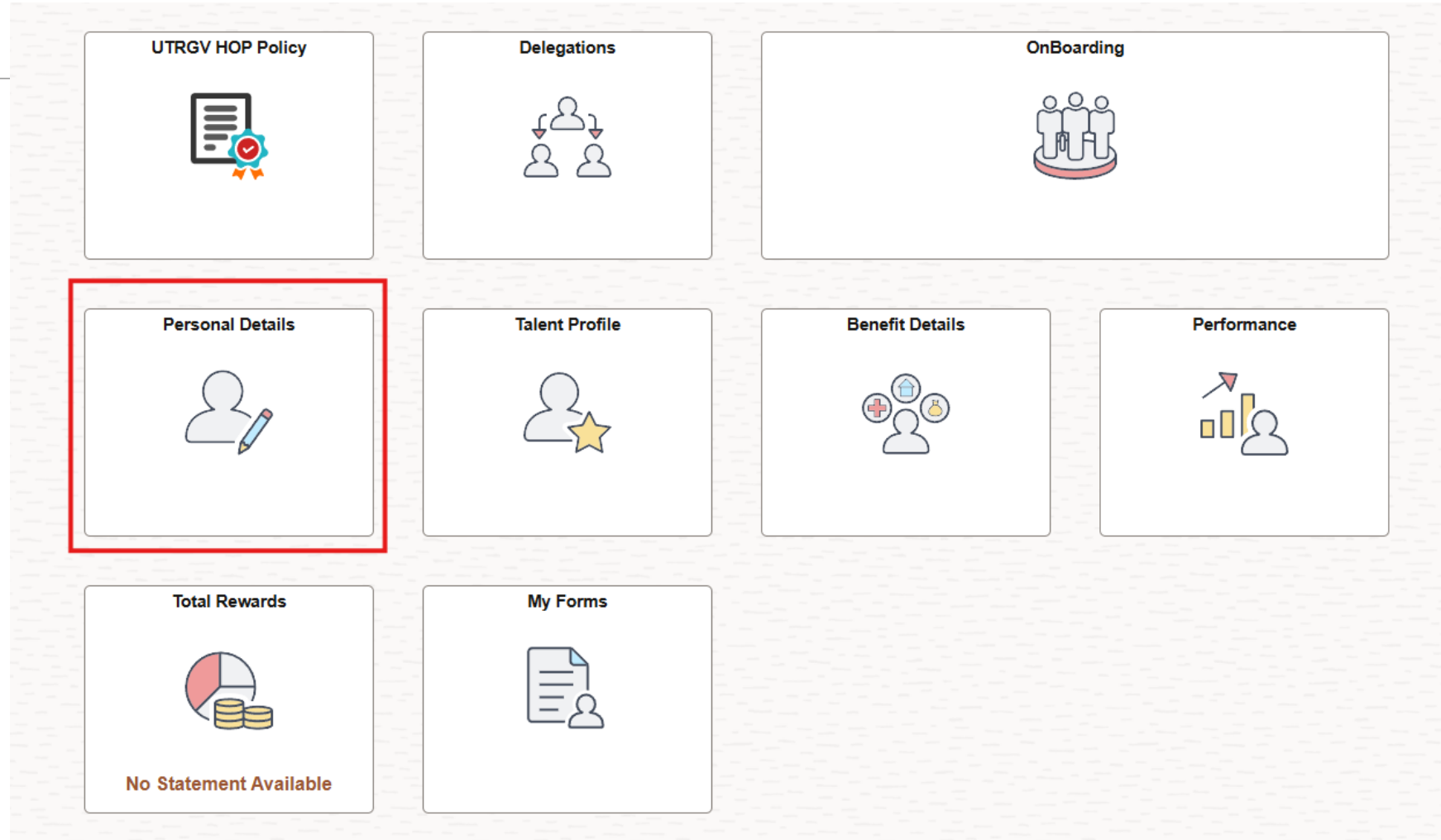
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



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

The screenshot shows a mobile application interface for a "Personal Details Dashboard". At the top, there is a navigation bar with icons for back, home, heart, and user profile, along with a search bar labeled "Search in Menu". The dashboard contains several tiles for different categories: "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), and "Veteran Status" (Not Submitted). A red rectangular box highlights the "Emergency Contacts" tile. A yellow callout box with a red arrow pointing to the "Emergency Contacts" tile contains the text: "To edit your Emergency Contacts, select Emergency Contacts".

Personal Details Dashboard

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

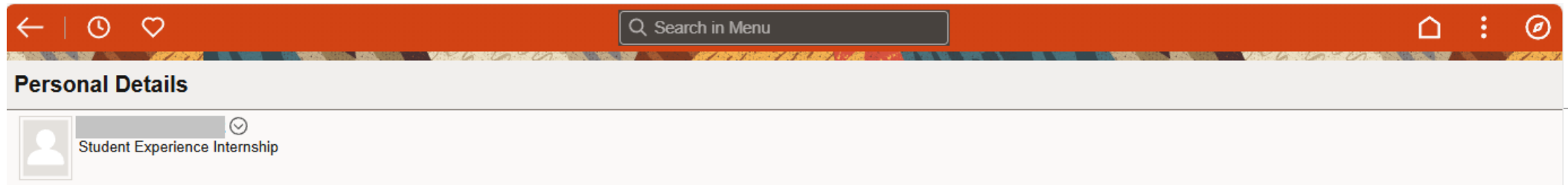
Disability
Not Submitted

Veteran Status
Not Submitted

Additional Information

To edit your Emergency Contacts, select Emergency Contacts

Adding New Emergency Contact



← | ⌚ | ❤️ | 🔍 Search in Menu | 🏠 | ⋮ | 👤

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. The form contains the following fields:

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

Below these fields are two sections:

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

A note in the top right corner of the form area states: ** Indicates required field*

1. Enter Contacts name
2. Select Relationship

Navigating to Add Address

Emergency Contact

Cancel Save

* Indicates required field

*Contact Name

*Relationship

Preferred Contact

Address

No data exists.

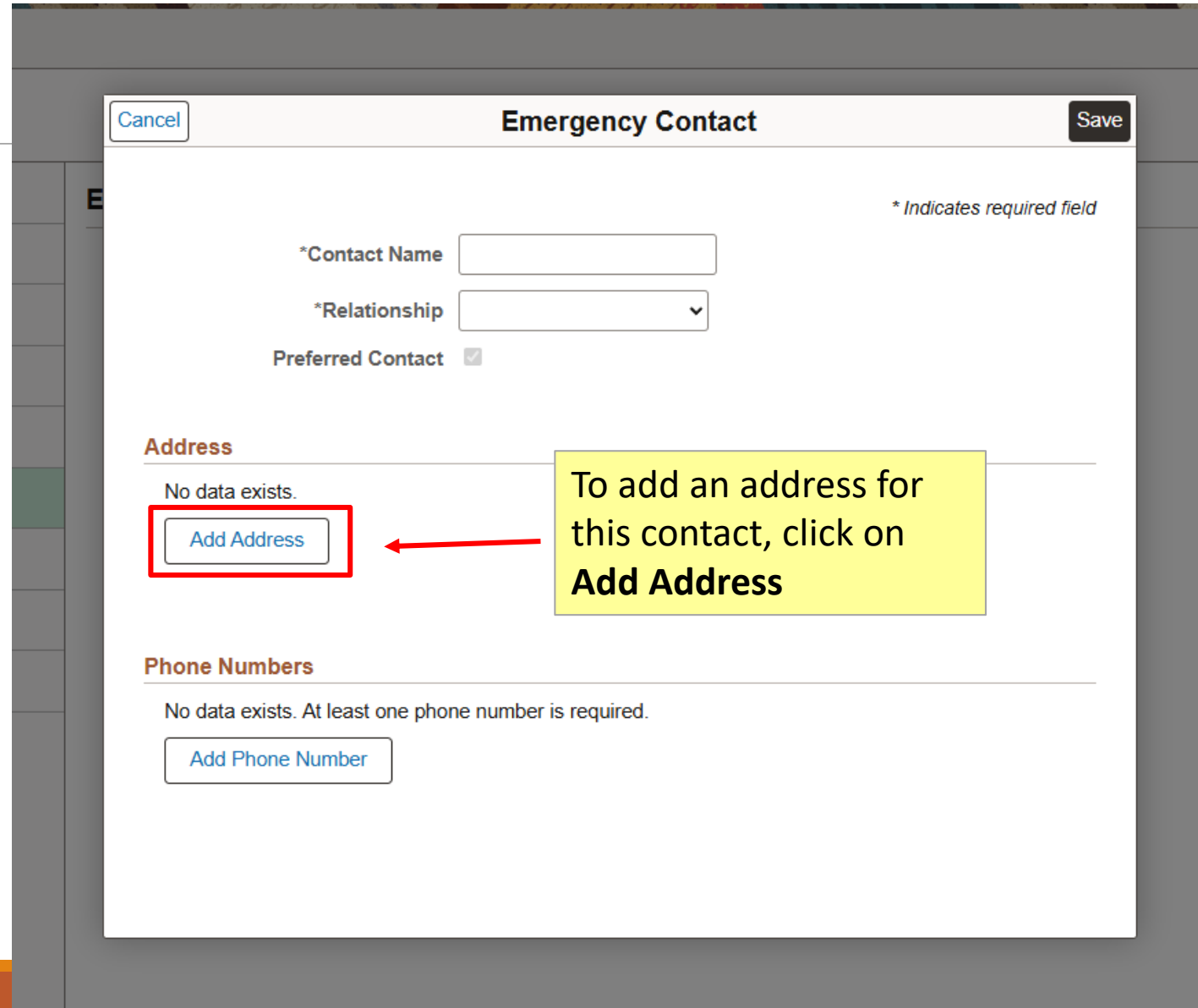
[Add Address](#)

Phone Numbers

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

[Add Phone Number](#)

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

The image shows a screenshot of a web application form titled "Emergency Contact". At the top left is a "Cancel" button and at the top right is a "Save" button. Below the title, there is a note: "* Indicates required field". The form contains three main sections: 1. Contact Information: "*Contact Name" with a text input field, "*Relationship" with a dropdown menu, and "Preferred Contact" with a checked checkbox. 2. Address: A section header "Address" followed by the text "No data exists." and a blue button labeled "Add Address". This button is highlighted with a red rectangular border, and a red arrow points from a yellow callout box to it. 3. Phone Numbers: A section header "Phone Numbers" followed by the text "No data exists. At least one phone number is required." and a blue button labeled "Add Phone Number". The callout box is yellow and contains the text: "To add an address for this contact, click on **Add Address**".

Filling Out Address Form

The image shows a screenshot of a mobile application interface. At the top, there is a grey header bar with the text "Emergency Contact" in the center. On the left side of this bar is a "Cancel" button, and on the right side is a "Save" button. Below the header bar is a white sub-form titled "Address". This sub-form has its own "Cancel" button on the top left and a "Done" button on the top right. Inside the "Address" sub-form, there is a checkbox labeled "Same as mine" which is currently unchecked. Below this are several input fields: "*Country" (with "United States" entered and a search icon), "Address 1", "Address 2", "Address 3", "City", "State" (with a search icon), "Postal", and "County". At the bottom left of the sub-form is a "Clear" link. The entire form is set against a dark grey background.

Input address details, then click **Done**

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

Editing or Deleting Address

[Cancel](#) **Emergency Contact** [Save](#)

** Indicates required fields*

*Contact Name

*Relationship ▾

Preferred Contact

Address

1201 W University Dr
Edinburg, TX 78539-
Hidalgo >

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 image shows a screenshot of 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 in the top right corner. Below these fields are two sections: "Address" and "Phone Numbers". The "Address" section shows "No data exists." and an "Add Address" button. The "Phone Numbers" section shows "No data exists. At least one phone number is required." and an "Add Phone Number" button. A red rectangular box highlights the "Add Phone Number" button, and a red arrow points from a yellow callout box to it. 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 window titled 'Phone Number' is open in the foreground. The modal contains the following fields and options:

- A checkbox labeled 'Same phone as mine' with an unchecked box.
- A dropdown menu labeled '*Type' with a downward arrow.
- A text input field labeled '*Number'.
- A text input field labeled 'Extension'.

The background form is partially visible, showing sections for 'Address' and 'Phone Number' with 'Add Address' and 'Add Phone Number' buttons respectively. The main form has 'Cancel' and 'Save' buttons at the top.

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

Emergency Contact

Cancel Save

* Indicates required field

*Contact Name Parent Name

*Relationship Parent

Preferred Contact

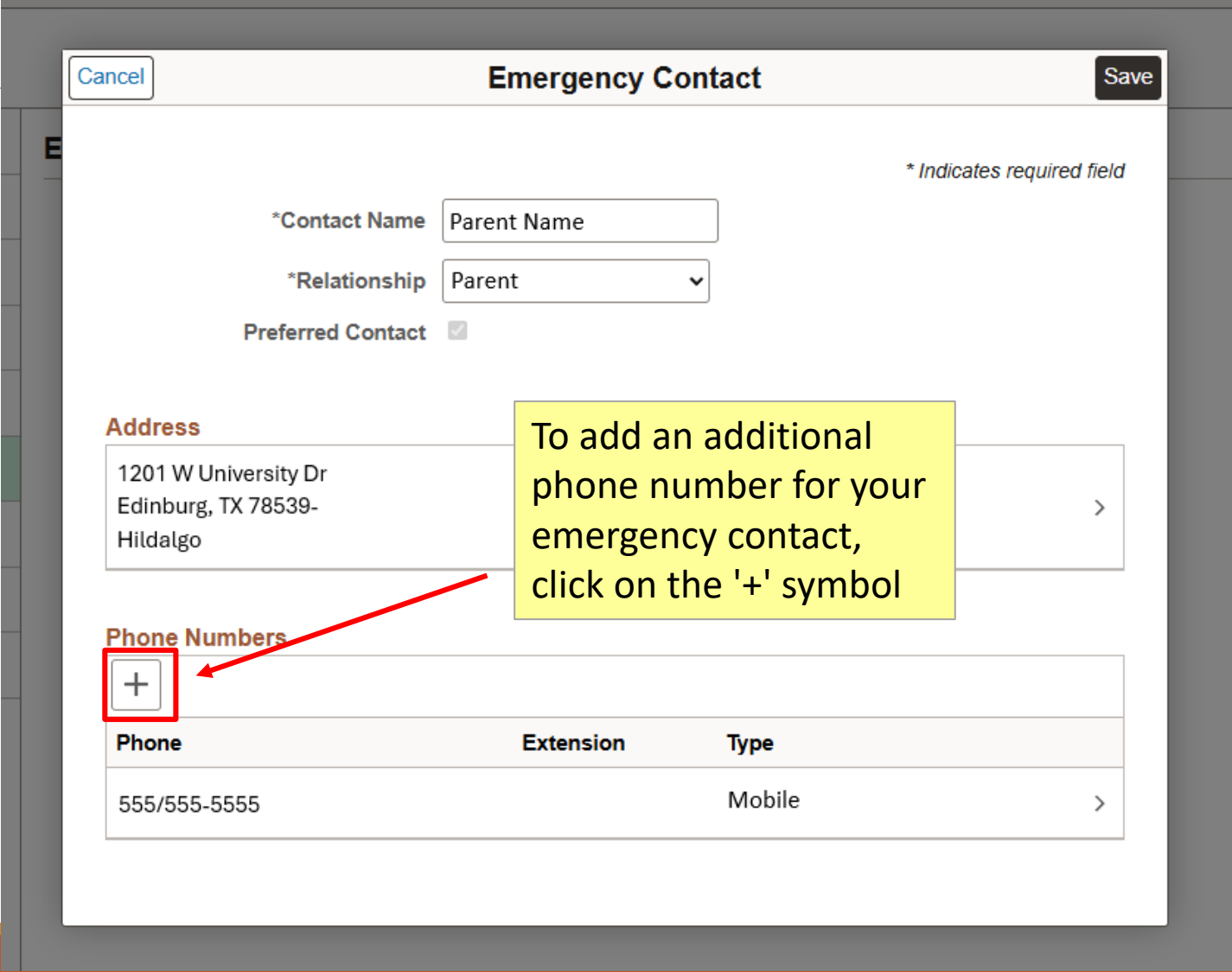
Address

1201 W University Dr
Edinburg, TX 78539-
Hildalgo

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

Phone Numbers

Phone	Extension	Type
555/555-5555		Mobile



Filling Out Another Phone Number Form

The image shows a mobile application interface for adding an emergency contact. The main form is titled "Emergency Contact" and has "Cancel" and "Save" buttons. It contains sections for "Address" and "Phone Number", both of which currently show "No data exists." and "Add" buttons. A modal dialog titled "Phone Number" is open in the foreground, allowing the user to specify details for a new phone number. The modal includes a "Same phone as mine" checkbox, a required "*Type" dropdown menu, a required "*Number" text input field, and an "Extension" text input field. The modal has "Cancel" and "Done" buttons.

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

Emergency Contact

Cancel 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
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 an 'Emergency Contact' form with a 'Phone Number' dialog box open. The dialog box has a 'Cancel' button on the top left and a 'Done' button on the top right. Inside the dialog, there is a checkbox labeled 'Same phone as mine' which is unchecked. Below it is a dropdown menu for '*Type' with 'Mobile' selected. Underneath is a text input field for '*Number' containing '555/555-0100'. Below that is an empty text input field for 'Extension'. At the bottom of the dialog is a 'Delete' button. The background form is dimmed and shows fields for 'Address' (1201 W University D, Edinburg, TX 78539, Hidalgo) and 'Phone Numbers' (555/555-0100 Mobile, 555/555-5555 Other). A 'Save' button is visible in the top right of the background form.

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

*Relationship

Preferred Contact

Address

1201 W University Dr
Edinburg, TX 78539-
Hidalgo

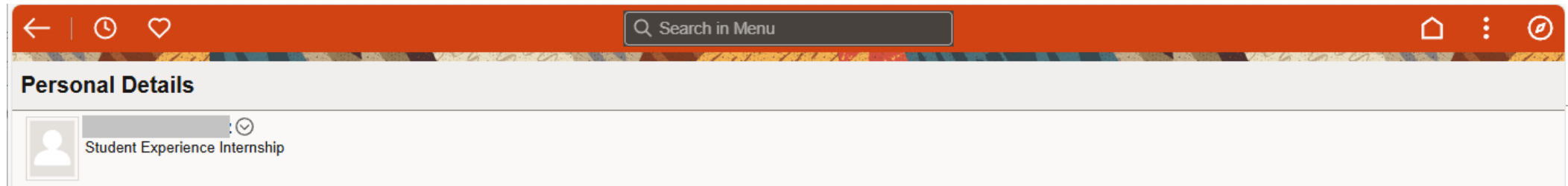
Phone Numbers

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



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

Emergency Contact

** 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](#)

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

The screenshot shows a mobile application interface with a red header bar. The header contains navigation icons (back, refresh, heart) on the left, a search bar labeled "Search in Menu" in the center, and home, menu, and profile icons on the right. Below the header is a "Personal Details" section with a profile icon and the text "Student Experience Internship". The main content area is titled "Emergency Contact Details" and features a table with a "+" icon in the top-left corner. The table has three columns: "Contact Name", "Relationship", and "Preferred Contact". There are two rows of data: "Parent Name" with "Parent" relationship and a checkmark in the "Preferred Contact" column, and "Friend's Name" with "Friend" relationship. The "Friend's Name" row is highlighted with a red border. A yellow callout box with a red arrow pointing to the "Friend's Name" row contains the text: "To edit or delete an emergency contact, select the contact you want to edit".

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

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](#)

** Indicates required field*

*Contact Name

*Relationship

Preferred Contact

Address

1201 W University Dr
Edinburg, TX 78539-
Hildalgo >

Phone Numbers

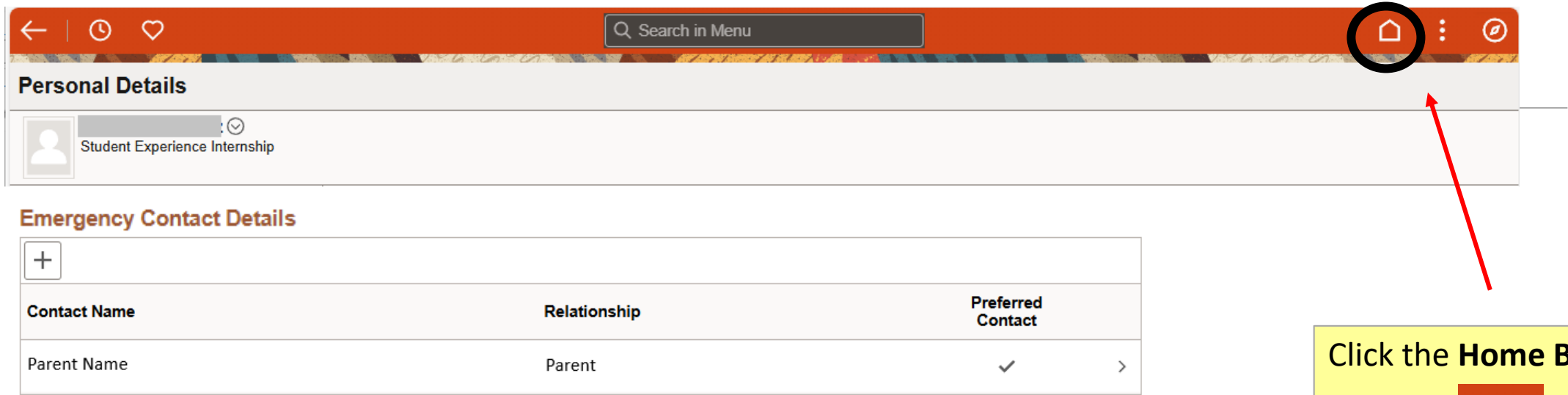
+ >

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 the top navigation bar of a PeopleSoft application. On the right side of the bar, there is a home button (house icon) circled in black. A red arrow points from this button to a yellow callout box on the right. Below the navigation bar, the page content is divided into sections: 'Personal Details' with a user profile card for 'Student Experience Internship', and 'Emergency Contact Details' with a table of contact information.

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. 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, and navigation icons. Below the navigation bar, the page title 'Employee Self Service' is displayed. 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 box. 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.
