

Employee Self Service- Review and Update Personal Information

ETHNIC GROUPS



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

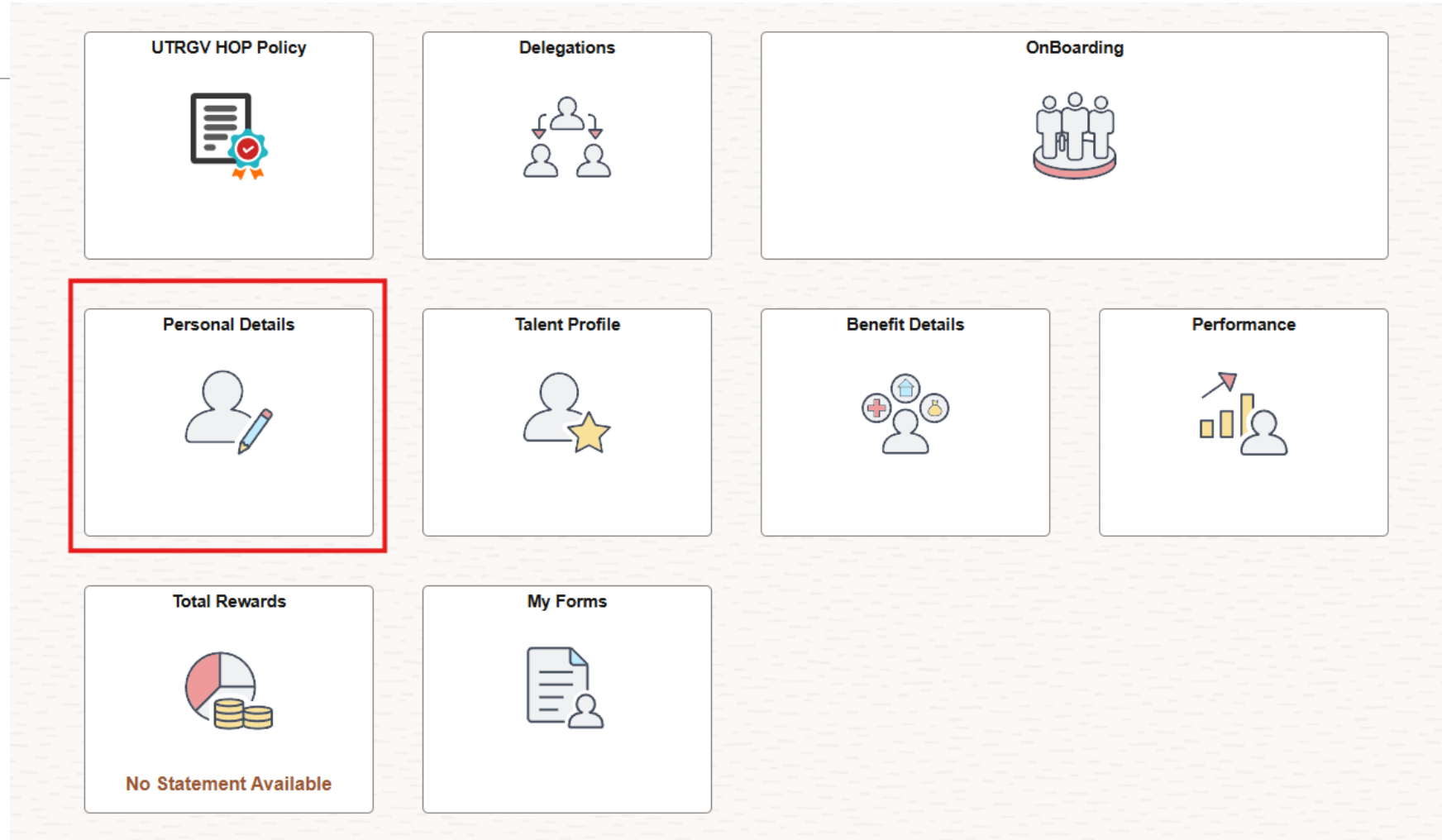


12Twenty

Navigate to Personal Details

1. PeopleSoft opens to the Employee Self Service page

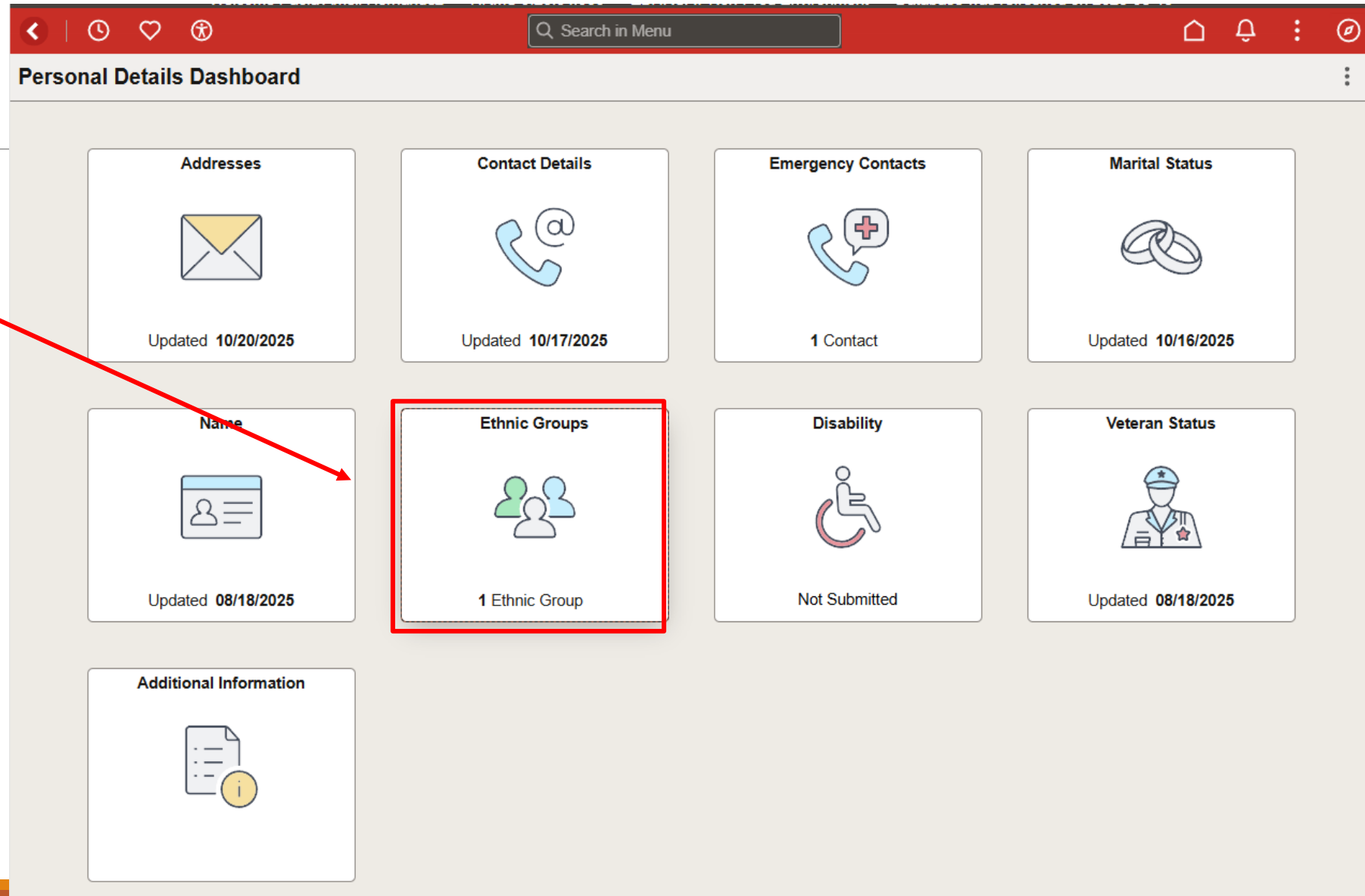
2. Scroll to the bottom of the page and select **Personal Details** Tile



Navigate to Ethical Groups

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

To update Ethnic Group, select **Ethnic Groups** tile



Filling Out Ethnic Groups Form

 |  

Search in Menu

Personal Details

  Student Experience Internship

Ethnic Groups

1) Are you Hispanic or Latino?

[Explain](#)

☐ Yes

☐ No

2) What is your race? Select one or more.

[Explain](#)

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Pacific Islander

☐ White

Make your selections, then click **Save**

Voluntary Self-Identification

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Save

Navigate to Home Page

Personal Details



Student Experience Internship

Ethnic Groups

1) Are you Hispanic or Latino? [Explain](#)

☐ Yes

☐ No

2) What is your race? Select one or more. [Explain](#)

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Save

Click the **Home Button**



to return to the
PeopleSoft Homepage

Sign Out of PeopleSoft

The screenshot shows the PeopleSoft Employee Self Service interface for The University of Texas Rio Grande Valley. The top navigation bar includes the university logo, a clock icon, a heart icon, a 'Menu' dropdown, a search bar labeled 'Search in Menu', and icons for home, user profile, 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. On the right side, a user profile icon is visible, and a dropdown menu is open, showing options: New Window, My Preferences, Help, and Sign Out. The 'Sign Out' option is highlighted with a red rectangle. A red arrow points from a yellow callout box to the 'Sign Out' option.

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 the more options icon

Then select **Sign Out**

Congratulations!
You have successfully completed this
topic.
