

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.

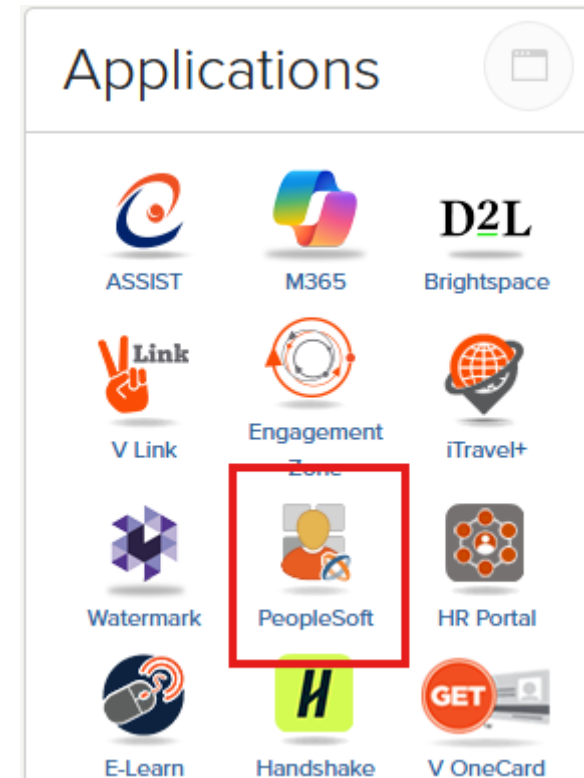
For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

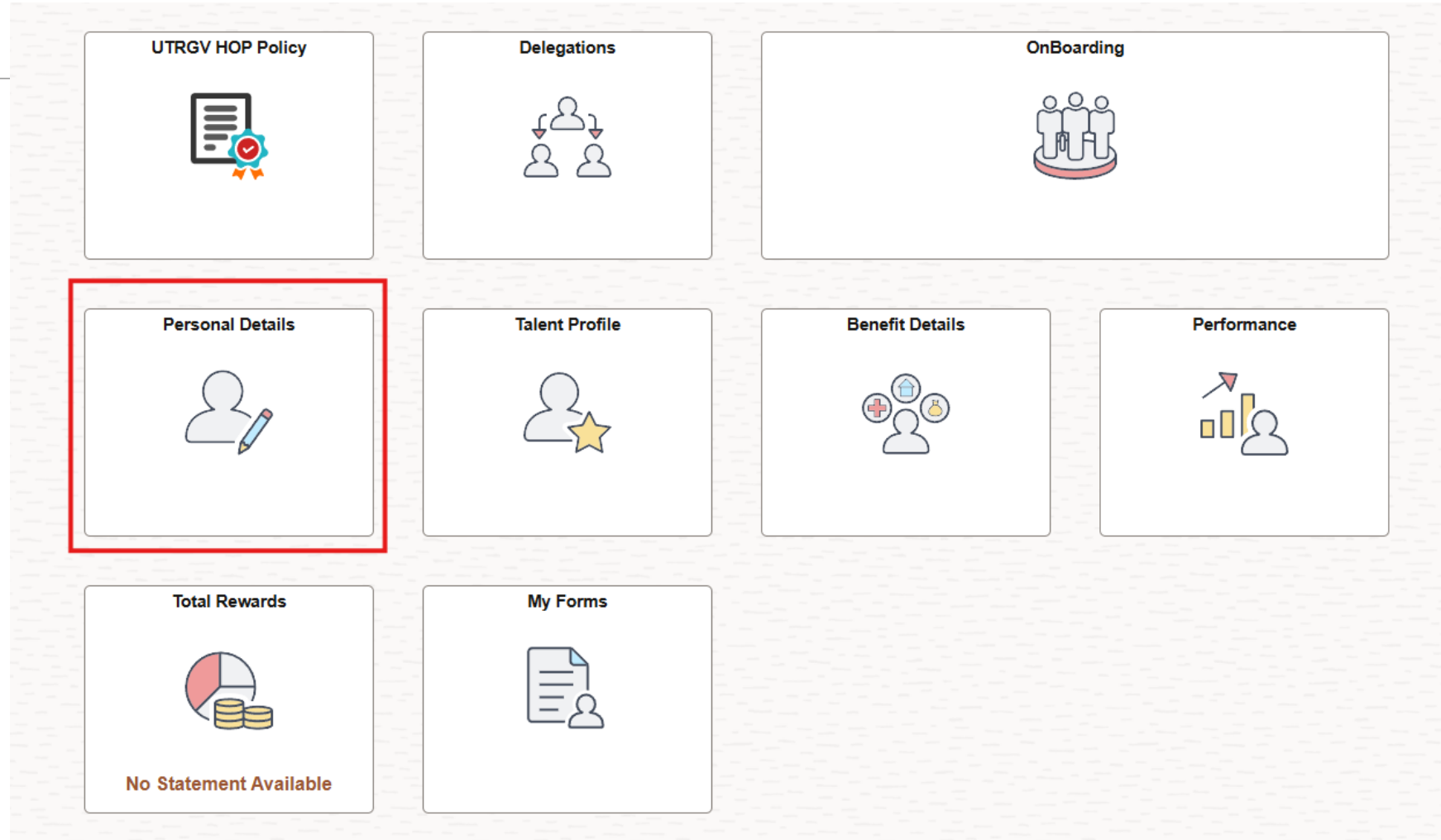
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



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 screenshot shows a mobile application interface titled "Personal Details Dashboard". At the top, there is a red navigation bar with icons for back, refresh, heart, and share, along with a search bar labeled "Search in Menu". The dashboard contains several tiles for personal information:

- Addresses:** Updated 10/20/2025
- Contact Details:** Updated 10/17/2025
- Emergency Contacts:** 1 Contact
- Marital Status:** Updated 10/16/2025
- Name:** Updated 08/18/2025
- Ethnic Groups:** 1 Ethnic Group (highlighted with a red box)
- Disability:** Not Submitted
- Veteran Status:** Updated 08/18/2025
- Additional Information:**


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

 [Redacted Name] : 📄
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

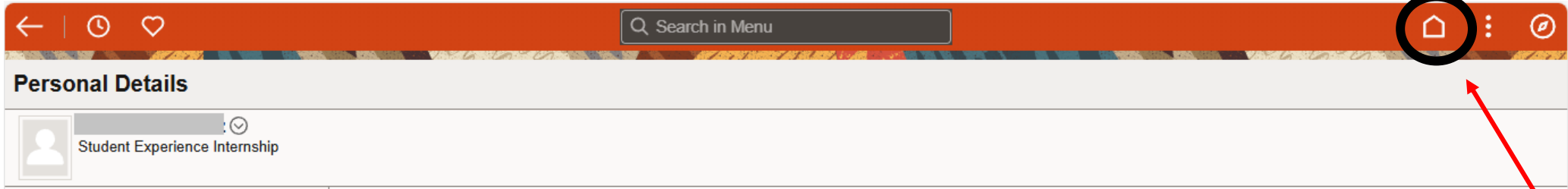
Make your selections, then click Save

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



Click the **Home Button**



to return to the
PeopleSoft Homepage

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

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Save

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 labeled 'Search in Menu', and a magnifying glass icon. Below the navigation bar, the page title 'Employee Self Service' is displayed with a dropdown arrow. The main content area contains several tiles: 'Delegations', 'OnBoarding', 'Personal Details', 'Talent Profile', 'Benefit Details', 'Performance', 'Total Rewards', and 'My Forms'. The 'Total Rewards' tile has a message 'No Statement Available' at the bottom. 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 rectangular border. 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.
