

Employee Self Service- Review and Update Talent Profile Information

EDUCATION – HIGHEST EDUCATION LEVEL

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.

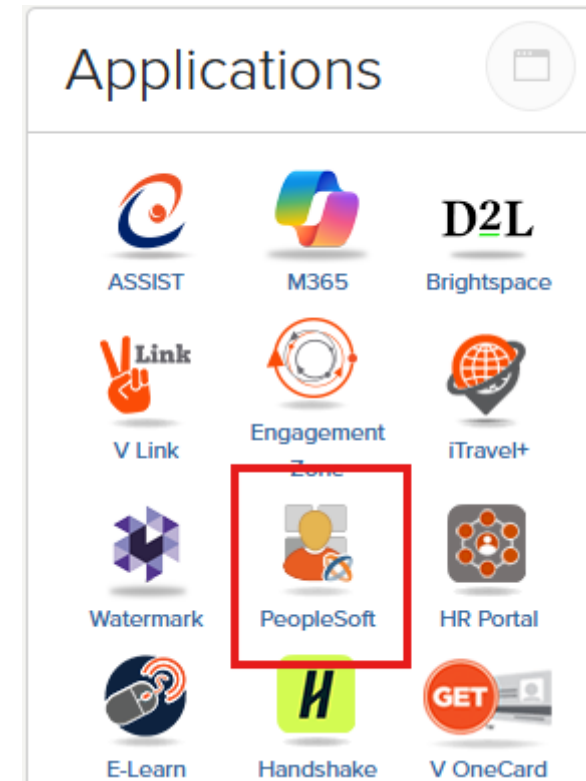
For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

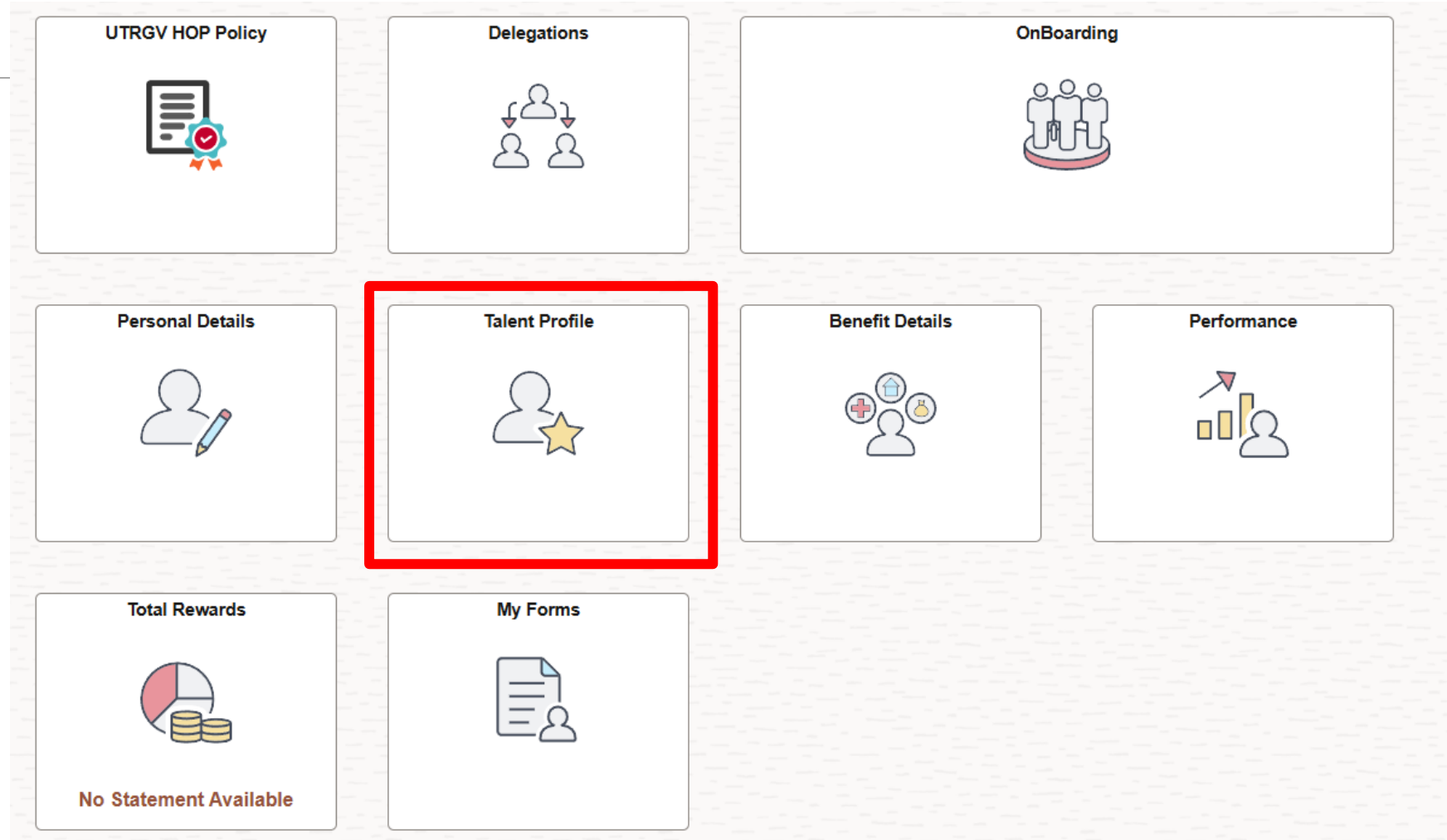
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



Navigate to Personal Details

1. PeopleSoft opens to the Employee Self Service page

2. Scroll to the bottom of the page and select **Talent Profile** Tile



Search in Menu

Talent Profile

General

Education

Highest Education Level

0

Degrees

0

Accomplishments

Highest Education Level

No data exists.

Add

To view and update education, select Education

Navigating to Highest Education Level

The screenshot displays a web application interface for a 'Talent Profile'. At the top, there is a 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, the 'Talent Profile' header is visible. The main content area is divided into a left sidebar and a right main panel. The sidebar contains a profile picture placeholder and a list of menu items: 'General', 'Education', 'Highest Education Level', 'Degrees', and 'Accomplishments'. The 'Education' and 'Highest Education Level' items are highlighted with a red border. The 'Highest Education Level' item has a green circle with the number '0' next to it. A red arrow points from this item to a yellow callout box. The main panel, titled 'Highest Education Level', shows the text 'No data exists.' and an 'Add' button. The yellow callout box contains the text: 'To update Highest Education Level information, select **Highest Education Level**'.

Talent Profile

General

Education

Highest Education Level 0

Degrees 0

Accomplishments

Highest Education Level

No data exists.

Add

To update Highest Education Level information, select **Highest Education Level**

Add Highest Education Level

The screenshot shows a web application interface for a 'Talent Profile'. The top navigation bar is orange and contains a back arrow, a clock icon, a heart icon, a search bar labeled 'Search in Menu', a home icon, a menu icon, and a profile icon. The main content area has a header 'Talent Profile' with a three-dot menu icon. Below the header is a profile card with a placeholder for a profile picture. A sidebar on the left contains a list of tabs: 'General', 'Education', 'Highest Education Level', 'Degrees', and 'Accomplishments'. The 'Highest Education Level' tab is currently selected and highlighted in orange, showing a count of '0'. The main content area displays the title 'Highest Education Level' and 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 Highest Education Level, select **Add**'.

Highest Education Level Form

[Cancel](#)

Highest Education Level

[Save](#)

** Indicates required field*

***Effective Date**

10/30/2025



***Education**



Details

Level



 **Attachments**

No attachments have been uploaded for this profile item.

[Add Attachment](#)

A new window opens which allows the user to update Highest Education Level

Add Effective Date

Cancel

Highest Education Level

Save

** Indicates required field*

***Effective Date**

10/30/2025



***Education**



Details

Level



Attachments

No attachments have been uploaded for this profile item.

Add Attachment

Effective Date will automatically fill with the current date

If not, click on the calendar icon



Selecting Effective Date Through Calendar Pop-up

The image shows a web form with a calendar pop-up. The form has a 'Cancel' button at the top left and a 'Save' button at the top right. The main content area is titled 'on Level' and contains a search bar, a dropdown menu, and a section for attachments. The calendar pop-up is titled 'Calendar' and shows the month of October for the year 2025. The date 30 is selected and highlighted with a dashed border. The calendar also includes a 'Current Date' button and navigation arrows.

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	29	30	31	

< Current Date >

A calendar will open.
Select effective date.

Adding Education

Cancel

Highest Education Level

Save

** Indicates required field*

*Effective Date

10/30/2025

*Education

Details

Level

Attachments

No attachments have been uploaded for this profile item.

Add Attachment

Click on the magnifying glass



To make a selection in **Education**

Lookup Education

Lookup

Search for: Education

> **Search Criteria**

✓ **Search Results**

1 row

Content Item ↑↓	Description ↑↓
EL001	What is the highest education level you have achieved?

The **Lookup** window will open, select “EL001 – What is the highest education level you have achieved?”

Adding Level

Cancel

Highest Education Level

Save

** Indicates required field*

***Effective Date** 10/30/2025 

***Education** What is the highest education level? 

[Details](#)

Level 

Attachments

No attachments have been uploaded

[Add Attachment](#)

- A- Less Than High Sch
- B- HS/GED
- C- College - 30 hours
- D- College - 60 hours
- E- Associate's Degree
- F- College - 90 hours
- G- Bachelor's Degree
- H- Master's Degree
- I- Professional Degree
- J- Medical Doctorate
- K- PhD

To update education **Level**, click on the dropdown and make a selection

Navigating to Add Attachment

[Cancel](#)

Highest Education Level

[Save](#)

** Indicates required field*

*Effective Date

10/30/2025

*Education

What is the highest education level?

Details

Level

F- College - 90 hours

▼ Attachments

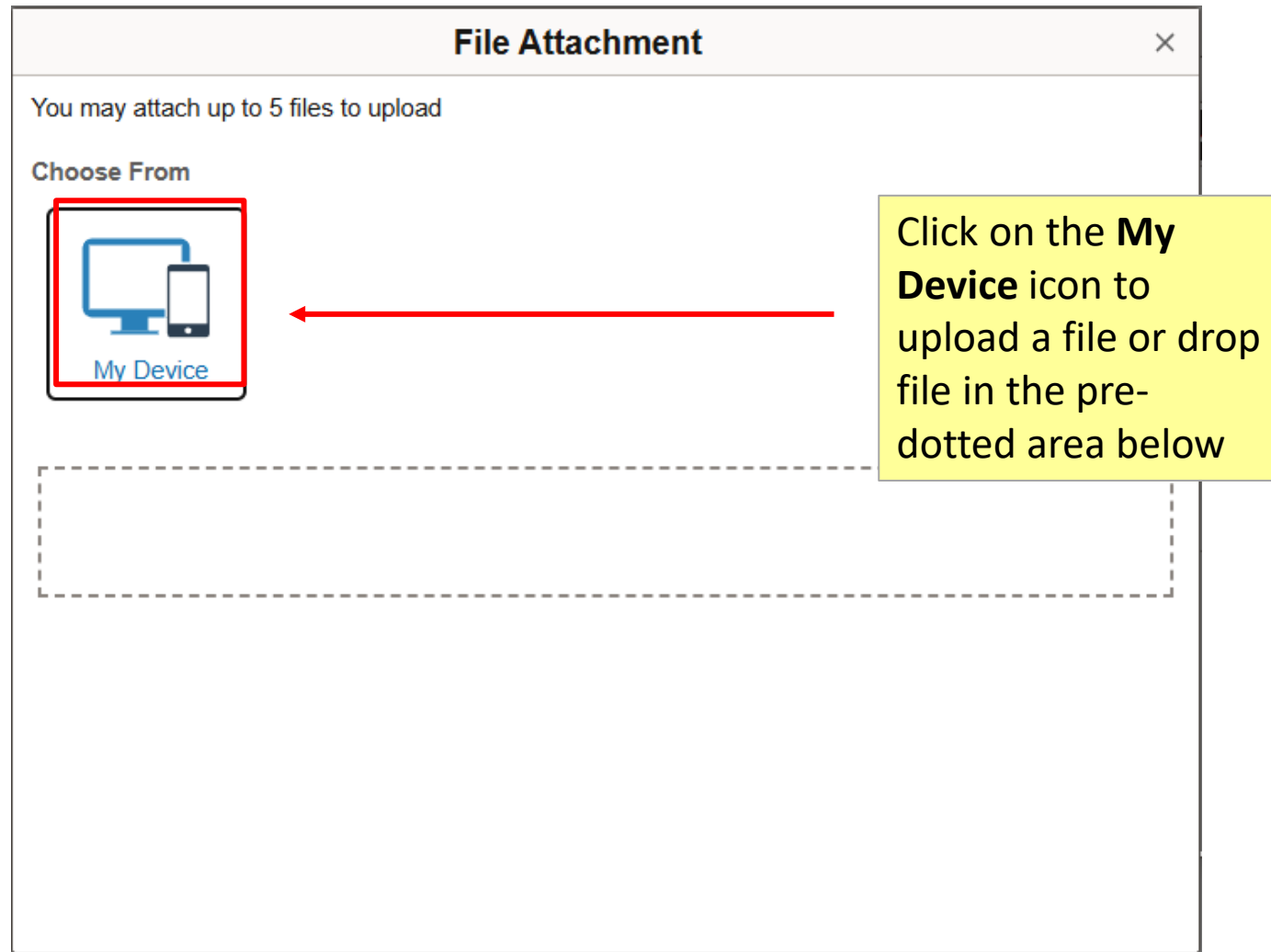
No attachments have been uploaded for this profile item.

Add Attachment

Optional: Upload an **Attachment** if needed

Click on **Add Attachment** to upload

File Attachment



Uploading File Attachment

File Attachment

×

You may attach up to 5 files to upload

Choose From



My Device

Upload

Clear

Click upload once the file has been selected



Education Attachment Example.pdf
File Size: 16KB

Uploading File Attachment Successful

File Attachment

Done

You may attach up to 5 files to upload

Choose From



My Device



Education Attachment Example.pdf
File Size: 16KB

Upload Complete

Confirm upload is complete and click **Done**

Add Description to Attachments

CancelHighest Education LevelSave

** Indicates required field*

***Effective Date** 

***Education** 

[Details](#)

Level

Attachments



File Name 	Description 	Attached On 	Action
Education_Attachment_Example.pdf	Attachment Example	10/30/2025 10:05:29AM	Delete Attachment

Enter a **Description** as needed

Adding Another Attachment

CancelHighest Education LevelSave

** Indicates required field*

***Effective Date** 

***Education** 

[Details](#)

Level

Attachments



To add another attachment, click on the '+' symbol

File Name ↑↓	Description ↑↓	Attached On ↑↓	Action
Education_Attachment_Example.pdf	Attachment Example	10/30/2025 10:05:29AM	Delete Attachment

File Attachment Form

File Attachment

×

You may attach up to 5 files to upload

Choose From



My Device

The file attachment window will open. Follow the same steps as slides 15-17

If you do not want to attach a file at this time, click the “X” on the top right of the window

Deleting File Attachment

CancelHighest Education LevelSave

** Indicates required field*

***Effective Date** 

***Education** 

[Details](#)

Level

Attachments



File Name ↑↓	Description ↑↓	Attached On ↑↓	Action
Education_Attachment_E xample.pdf	Attachment Example	10/30/2025 10:05:29AM	Delete Attachment

To delete an attachment, click on **Delete Attachment**

Submitting Highest Education Level Form

[Cancel](#)

Highest Education Level

[Save](#)

** Indicates required field*

***Effective Date** 

***Education** 

[Details](#)

Level

Attachments

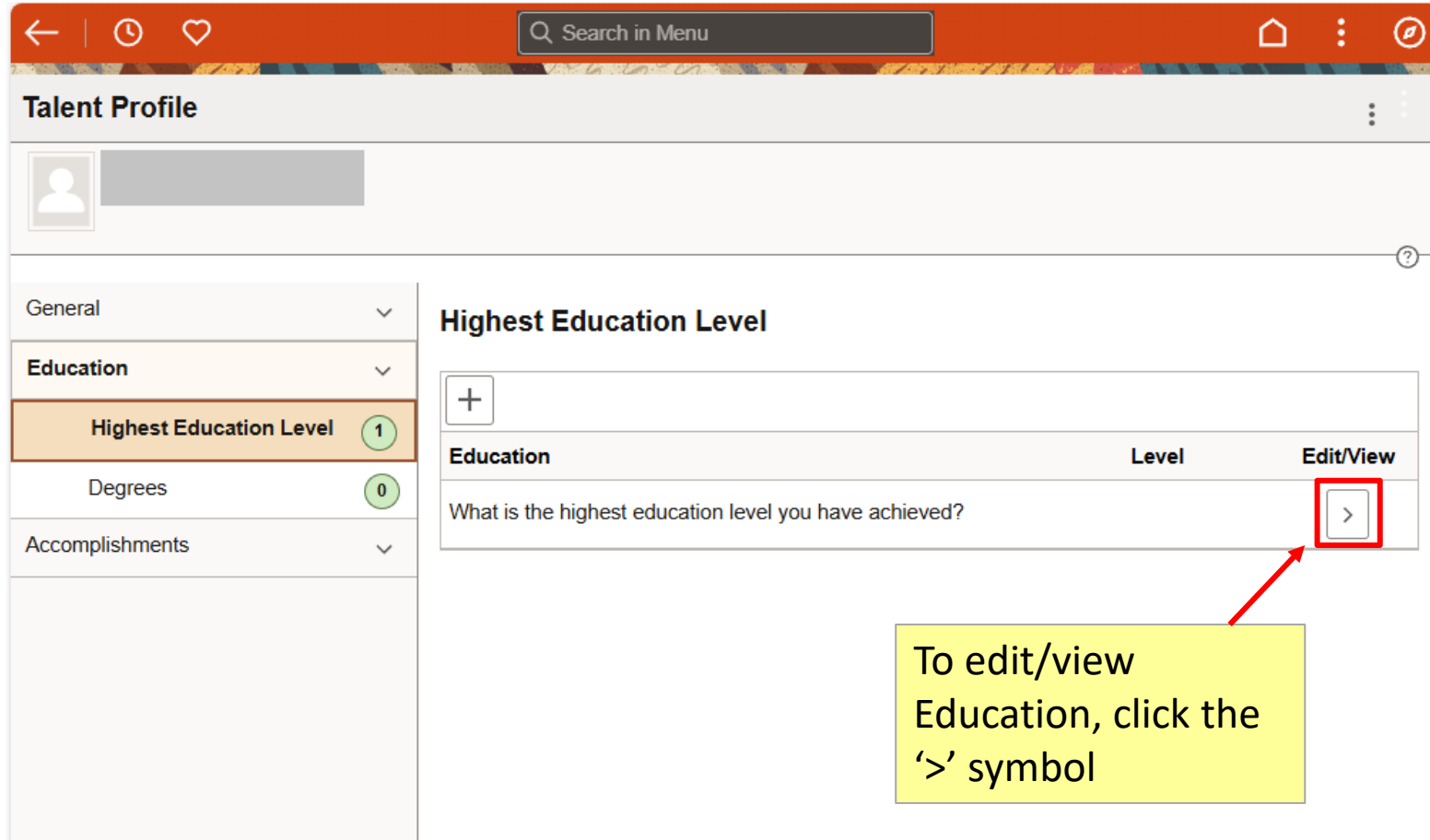


File Name ↑↓	Description ↑↓	Attached On ↑↓	Action
Education_Attachment_E xample.pdf	Attachment Example	10/30/2025 10:05:29AM	Delete Attachment

Once information
has been updated,
click **Save**

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

Navigate to Editing/View Highest Education Level



The screenshot shows a 'Talent Profile' interface. On the left is a sidebar with a menu: 'General', 'Education', 'Highest Education Level' (highlighted with a green circle '1'), 'Degrees' (with a green circle '0'), and 'Accomplishments'. The main content area is titled 'Highest Education Level' and contains a table. The table has three columns: 'Education', 'Level', and 'Edit/View'. The 'Education' column contains the text 'What is the highest education level you have achieved?'. The 'Edit/View' column contains a red box with a white '>' symbol. A red arrow points from a yellow callout box to this symbol.

Talent Profile

General ▾

Education ▾

Highest Education Level 1

Degrees 0

Accomplishments ▾

Highest Education Level

+

Education	Level	Edit/View
What is the highest education level you have achieved?		>

To edit/view Education, click the '>' symbol

Deleting Highest Education Level

CancelSave

Effective Date

10/30/2025

Add New Version

Education

What is the highest education level you have achieved?

Details

Level

F- College - 90 hours

▼

▼ Attachments

No attachments have been uploaded for this profile item.

Add Attachment

Delete

To Delete:
To delete Highest Education Level, click **Delete**

Editing New Effective Date

[Cancel](#)

Highest Education Level

[Save](#)

** Indicates required field*

Effective Date

10/30/2025

Add New Version

Education

What is the highest education level you have achieved?

[Details](#)

Level

F- College - 90 hours

▼ Attachments

No attachments have been uploaded for this profile item.

Add Attachment

Delete

To Update:
Click on **Add New Version** to make changes to the date

Adding New Effective Date

Cancel Highest Education Level Save

* Indicates required field

Effect

E

Cancel Add New Version Continue

Effective Date

Attachments

No attachments have been added

Add Attachment

To add Effective Date, click on the calendar icon



Selecting Effective Date Through Calendar Widget

The screenshot shows a web form titled "Highest Education Level". At the top left is a "Cancel" button and at the top right is a "Save" button. Below the title, there is a field for "Effective Date" which is currently empty. A calendar widget is open over this field. The calendar shows the month of "October" for the year "2025". The days of the week are abbreviated as S, M, T, W, T, F, S. The dates 1 through 31 are displayed in a grid. The date "30" is highlighted with a dashed border. Below the calendar grid, there are navigation arrows and the text "Current Date".

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	29	30	31	

< Current Date >

A calendar will open.
Select the effective date.

Saving New Effective Date

Cancel Highest Education Level Save

* Indicates required field

Effective Date

Effective Date 10/31/2025

Attachments

No attachments have been added

Add Attachment

Cancel Add New Version Continue

Click on **Continue**
when the date has
been selected

Saving Highest Education Level Changes

[Cancel](#)

Highest Education Level

[Save](#)

** Indicates required field*

Effective Date 10/31/2025

Education What is the highest education level you have achieved?
[Details](#)

Level

[Attachments](#)

No attachments have been uploaded for this profile item.

[Add Attachment](#)

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

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

Talent Profile

General

Education

Highest Education Level

Degrees

Accomplishments

Highest Education Level



Education

What is the highest education level you have achieved?

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

No Statement Available

My Forms

New Window

My Preferences

Help

Sign Out

You may sign out of
PeopleSoft by selecting
more options icon

Then select **Sign Out**

Congratulations!
You have successfully completed this
topic.
