

Employee Self Service- Review and Update Talent Profile Information

ACCOMPLISHMENTS – HONORS & AWARDS

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.

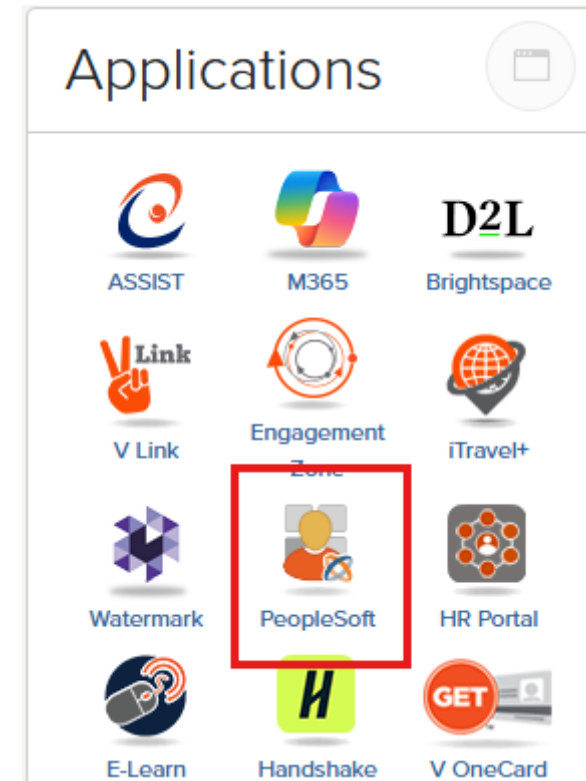
For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

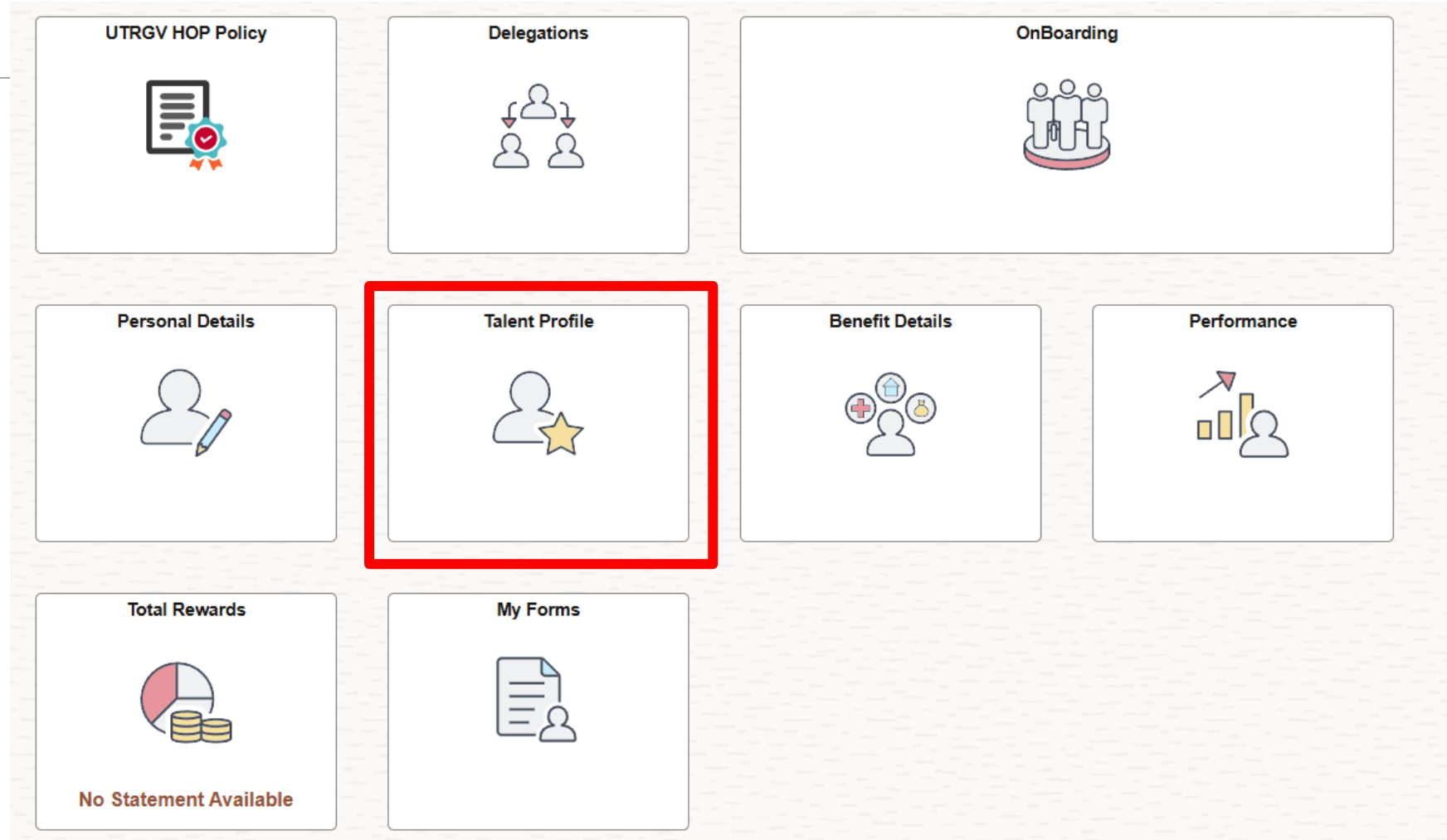
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



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



Navigate to Accomplishments

The screenshot shows a web application interface for a 'Talent Profile'. 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 icons for home, menu, and profile. Below the bar is a header section for 'Talent Profile' with a user profile picture placeholder. A left-hand navigation menu lists several categories: General, Education, Accomplishments, Job Knowledge/Experience, Supervisory Experience, Language Skills, Licenses & Certifications, Honors and Awards, Special Projects, Competencies, and Technical/Computer Details. The 'Accomplishments' item is highlighted with a red rectangular box. To the right of the menu, the 'Job Knowledge/Experience' section is displayed, showing 'No data exists.' and an 'Add' button. A red arrow points from a yellow text box to the 'Add' button. The text box contains the instruction: 'To view and update accomplishments, select Accomplishments'.

General

Education

Accomplishments

Job Knowledge/Experience

Supervisory Experience

Language Skills

Licenses & Certifications

Honors and Awards

Special Projects

Competencies

Technical/Computer Details

Job Knowledge/Experience

No data exists.

Add

To view and update accomplishments, select **Accomplishments**

Navigating to Honors and Awards

The screenshot shows a web interface for a 'Talent Profile'. At the top is an orange navigation bar with icons for back, clock, heart, and a person, a search bar labeled 'Search in Menu', and icons for home, menu, and profile. Below the bar is a header section with a profile picture placeholder and the title 'Talent Profile'. A left-hand navigation menu lists several categories: General, Education, Accomplishments, Honors and Awards, Special Projects, Competencies, and Technical/Computer Details. Each category has a green circle with the number '0' next to it. The 'Honors and Awards' category is highlighted with a red rectangular box. To the right of the menu, the 'Honors and Awards' section is displayed, showing the text 'No data exists.' and an 'Add' button. A yellow callout box with a red arrow pointing to the 'Honors and Awards' menu item contains the text: 'To update Honors and Awards, select **Honors and Awards**'.

Talent Profile

General

Education

Accomplishments

Job Knowledge/Experience 0

Supervisory Experience 0

Language Skills 0

Licenses & Certifications 0

Honors and Awards 0

Special Projects 0

Competencies 0

Technical/Computer Details 0

Honors and Awards

No data exists.

[Add](#)

To update Honors and Awards, select **Honors and Awards**

Add Honors and Awards

The screenshot shows a web application interface for a 'Talent Profile'. At the top is an orange navigation bar with icons for back, clock, heart, and a person, a search bar labeled 'Search in Menu', and icons for home, menu, and profile. Below the navigation bar is a grey header for 'Talent Profile'. The main content area is divided into a left sidebar and a right main panel. The sidebar contains a list of categories: General, Education, Accomplishments, Honors and Awards, Special Projects, Competencies, and Technical/Computer Details. Each category has a dropdown arrow and a green circle with a '0'. The 'Accomplishments' category is expanded, showing sub-items: Job Knowledge/Experience, Supervisory Experience, Language Skills, Licenses & Certifications, Honors and Awards, Special Projects, Competencies, and Technical/Computer Details. The 'Honors and Awards' sub-item is highlighted. The main panel displays the 'Honors and Awards' section with the text 'No data exists.' and a blue 'Add' button. A red box highlights the 'Add' button, and a red arrow points from a yellow callout box to it. The callout box contains the text: 'To add Honors and Awards information, select **Add**'.

Talent Profile

General

Education

Accomplishments

- Job Knowledge/Experience 0
- Supervisory Experience 0
- Language Skills 0
- Licenses & Certifications 0
- Honors and Awards 0**
- Special Projects 0
- Competencies 0
- Technical/Computer Details 0

Honors and Awards

No data exists.

[Add](#)

To add Honors and Awards information, select **Add**

Honors and Awards Form

CancelHonors and AwardsSave

** Indicates required field*

*Honor and Award

Details

Recieved Date

A new window opens which allows user to make changes to **Honors and Awards**

Adding Honors and Awards

CancelHonors and AwardsSave

** Indicates required field*

*Honor and Award

Q

Details

Recieved Date



Click on the magnifying glass



To make a selection in **Honor and Award** or type out the name in the box

Lookup Honor and Award

[Cancel](#)

Lookup

Search for: Honor and Award

▼ Search Criteria

Show Operators

Content Type

HON

Content Item
(begins with)

Description
(begins with)

Search

Clear

▼ Search Results

22 rows

Content Item ↑↓	Description ↑↓
HON001	Community Service
HON002	Minnie Stevens Piper Award
HON003	Order of the Roadrunner

The **Lookup** page will open, select Honor/Award option from the list provided OR click on **Search Criteria** to type in search

Adding Received Date

CancelHonors and AwardsSave

** Indicates required field*

*Honor and Award

Details

Recieved Date

MM/DD/YYYY 

In the **Received Date** box, user can type in the date of when the award was appointed (MM/DD/YYYY) OR click on the calendar icon and select date.

Saving Honors and Awards Form

[Cancel](#)

Honors and Awards

[Save](#)

** Indicates required field*

*Honor and Award

[Details](#)

Recieved Date

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

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

Adding Another Honor or Award

The screenshot shows a 'Talent Profile' interface. On the left is a sidebar with a list of categories: Accomplishments, Job Knowledge/Experience (0), Supervisory Experience (0), Language Skills (0), Licenses & Certifications (0), Honors and Awards (1), Special Projects (0), Competencies (0), and Technical/Computer Details (0). The 'Honors and Awards' category is selected. The main content area is titled 'Honors and Awards' and contains a table with one entry: 'Community Service'. Above this table, a '+' button is highlighted with a red box. A red arrow points from a yellow callout box to this button. The callout box contains the text: 'To add a new Honor and Award, click the '+' symbol'. The table has a header row with 'Honor and Award' and 'Edit/View'. The 'Community Service' entry has a right-pointing arrow in the 'Edit/View' column.

Talent Profile

Search in Menu

Accomplishments

- Job Knowledge/Experience 0
- Supervisory Experience 0
- Language Skills 0
- Licenses & Certifications 0
- Honors and Awards 1**
- Special Projects 0
- Competencies 0
- Technical/Computer Details 0

Honors and Awards

Honor and Award	Edit/View
Community Service	>

To add a new Honor and Award, click the '+' symbol

Honors and Awards Form Opens

CancelHonors and AwardsSave

** Indicates required field*

*Honor and Award

Details

Recieved Date

The Honors and Awards window will open. Follow the same step as slides 8-12, then click **Save**

Editing/View Honors and Awards

The screenshot displays a web application interface for a 'Talent Profile'. At the top, there is a navigation bar with icons for back, home, heart, and user, along with a search bar labeled 'Search in Menu'. Below the navigation bar, the 'Talent Profile' header is visible. The main content area is divided into two sections. On the left, a sidebar menu under the heading 'Accomplishments' lists various categories: Job Knowledge/Experience (0), Supervisory Experience (0), Language Skills (0), Licenses & Certifications (0), Honors and Awards (1), Special Projects (0), Competencies (0), and Technical/Computer Details (0). The 'Honors and Awards' category is highlighted. On the right, the 'Honors and Awards' section features a table with a '+' button at the top. The table has two columns: 'Honor and Award' and 'Edit/View'. A single row is shown with the text 'Community Service' in the first column and a '>' symbol in the second column. The '>' symbol is highlighted with a red box. A yellow callout box with a red arrow points to this symbol, containing the text: 'To edit/view Honor and Award, click the '>' symbol'.

Honor and Award	Edit/View
Community Service	>

Honors and Awards

[Cancel](#)

Honors and Awards

[Save](#)

** Indicates required field*

Honor and Award Community Service

[Details](#)

Recieved Date 

[Delete](#)

To Edit:

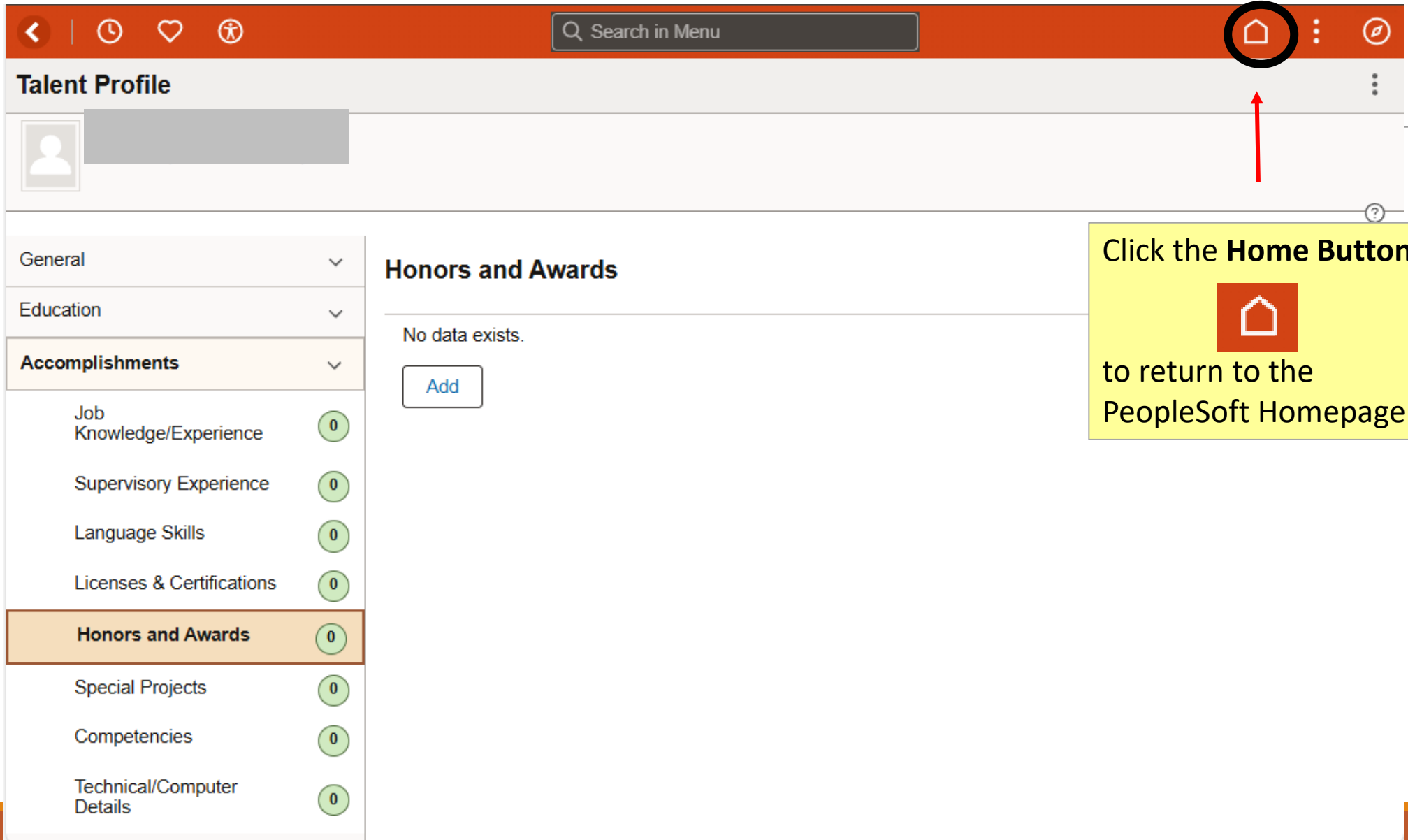
Make any necessary changes, then click **Save**

To Delete:

To delete Honors and Awards, click **Delete**

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

Navigate to Home Page



The screenshot shows the PeopleSoft Talent Profile interface. The top navigation bar is orange and contains a search bar labeled "Search in Menu" and a home button (house icon) circled in black. A red arrow points from a yellow callout box to the home button. The main content area is divided into two sections: "Talent Profile" on the left and "Honors and Awards" on the right. The "Talent Profile" section has a sidebar with a list of categories: General, Education, Accomplishments, Honors and Awards (highlighted), Special Projects, Competencies, and Technical/Computer Details. Each category has a green circle with the number 0 next to it. The "Honors and Awards" section displays "No data exists." and an "Add" button.

Talent Profile

General

Education

Accomplishments

Job Knowledge/Experience 0

Supervisory Experience 0

Language Skills 0

Licenses & Certifications 0

Honors and Awards 0

Special Projects 0

Competencies 0

Technical/Computer Details 0

Honors and Awards

No data exists.

[Add](#)

Click the **Home Button**



to return to the
PeopleSoft Homepage

Sign Out of PeopleSoft

The screenshot displays 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. On the right side, the 'More Options' menu is open, showing 'New Window', 'My Preferences', 'Help', and 'Sign Out' (which is highlighted with a red rectangle). A red arrow points from a yellow callout box to the 'More Options' icon (three vertical dots) in the top navigation bar.

Employee Self Service

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.
