

Employee Self Service- Review and Update Talent Profile Information

ACCOMPLISHMENTS – LANGUAGE SKILLS

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.

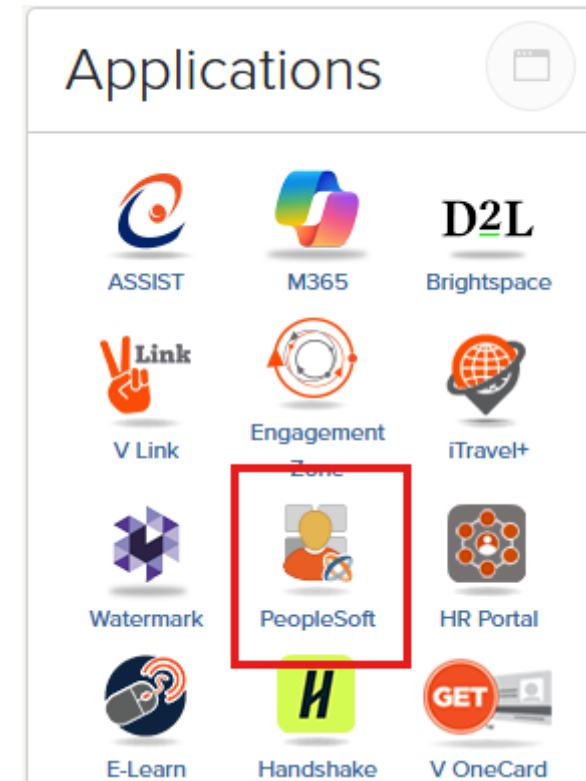
For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

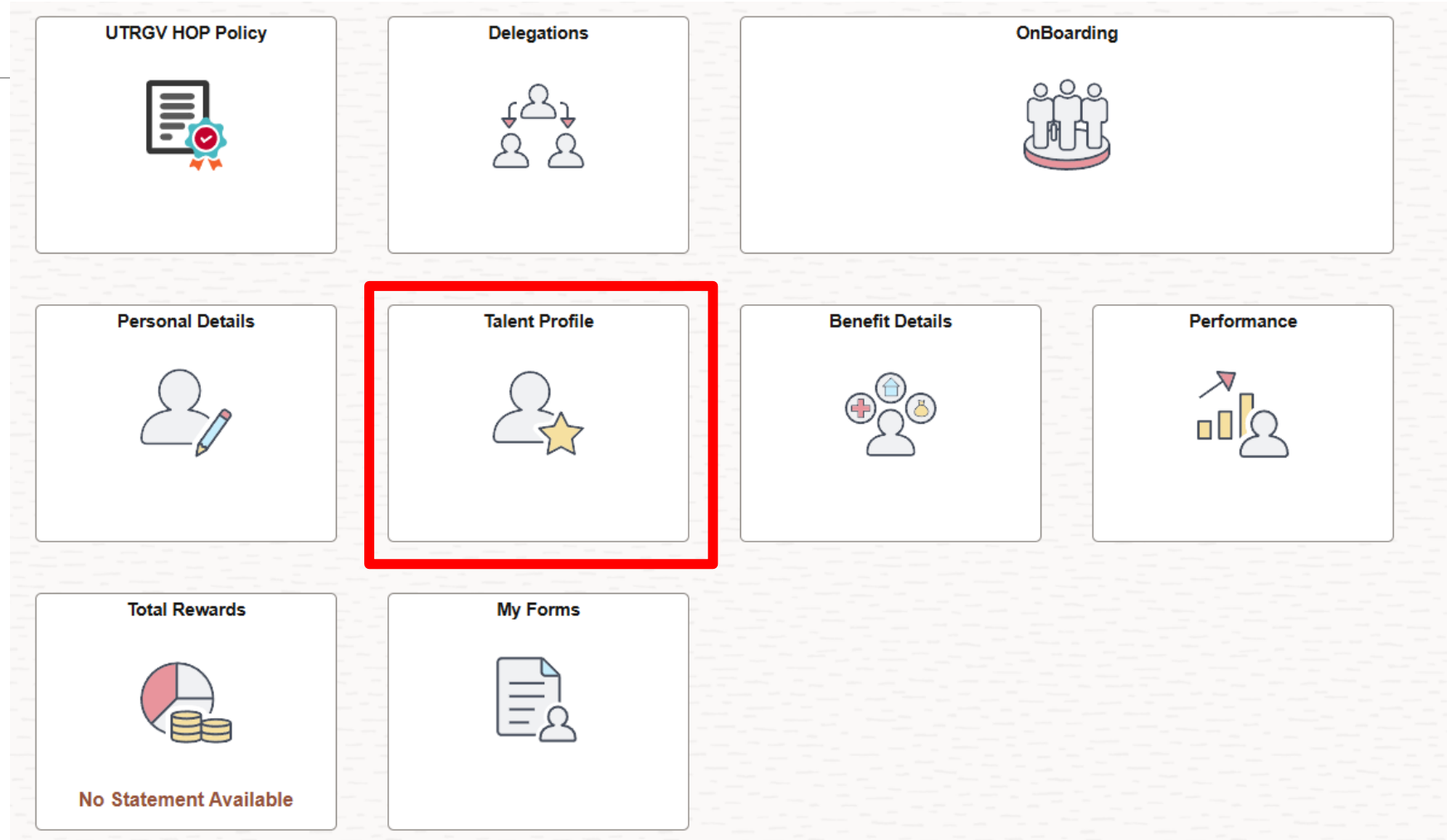
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



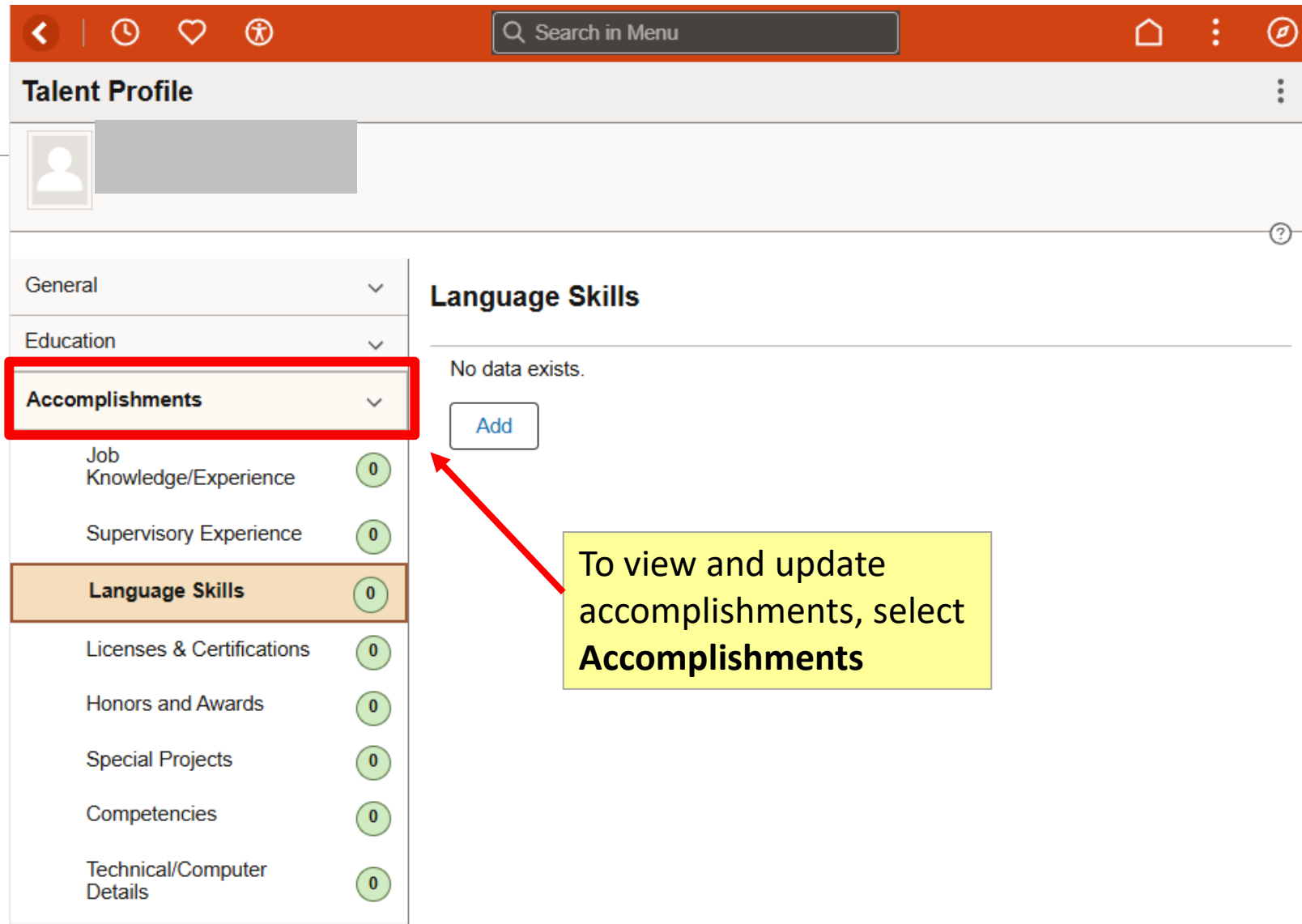
Navigate to Personal Details

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



Navigating to Language Skills

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 a home icon. Below the navigation bar is a header section for the 'Talent Profile' with a user profile picture placeholder. A left-hand navigation menu lists various categories: General, Education, Accomplishments, Job Knowledge/Experience, Supervisory Experience, **Language Skills** (highlighted with a red box), Licenses & Certifications, Honors and Awards, Special Projects, Competencies, and Technical/Computer Details. Each category has a green circle with the number '0' next to it. The main content area is titled 'Language Skills' and displays the message 'No data exists.' with an 'Add' button. A yellow callout box with a red arrow pointing to the 'Language Skills' menu item contains the text: 'To update Language Skills, select **Language Skills**'.

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

Talent Profile

👤 [Profile Picture Placeholder]

- 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

Language Skills

No data exists.

[Add](#)

To update Language Skills, select **Language Skills**

Add Language Skills

← | ⌚ | ❤️

🔍 Search in Menu

🏠 | ⋮ | ⌚

Talent Profile



General

Education

Accomplishments

Job Knowledge/Experience

Supervisory Experience

Language Skills

Licenses & Certifications

Honors and Awards

Special Projects

Competencies

Technical/Computer Details

0

0

0

0

0

0

0

0

0

0

Language Skills

No data exists.

Add

To add Language Skills,
select **Add**

Language Skills Forms

CancelLanguage SkillsSave

** Indicates required field*

***Evaluation Date** 

***Language** 

Details

Reading Proficiency

Speaking Proficiency

Able To Translate ☐

Able To Teach ☐

A new window opens
which allows user to
make changes to
Language Skills

Adding Evaluation Date

CancelLanguage SkillsSave

** Indicates required field*

***Evaluation Date**

01/21/2026



***Language**



Details

Reading Proficiency



Speaking Proficiency



Able To Translate

☐

Able To Teach

☐

In the **Evaluation Date** box, today's date should automatically fill. If not, click on the calendar icon and select date

Adding Language

CancelLanguage SkillsSave

** Indicates required field*

***Evaluation Date** 01/21/2026 

***Language** 

Details

Reading Proficiency 

Speaking Proficiency 

Able To Translate ☐

Able To Teach ☐

Click on the magnifying glass



To select **Language**

Lookup Language

[Cancel](#)

Lookup

Search for: Language

▼ Search Criteria

Show Operators

Content Type

LNG

Content Item
(begins with)

Description
(begins with)

Search

Clear

▼ Search Results

61 rows

The **Lookup** page will open, select a Language option from the list provided OR click on **Search Criteria** to search for language

Adding Reading Proficiency

Cancel

Language Skills

Save

** Indicates required field*

*Evaluation Date 01/21/2026 

*Language Spanish 

Details

Reading Proficiency 

Speaking Proficiency 

Able To Translate ☐

Able To Teach ☐

In the **Reading Proficiency** drop down, select proficiency level

Adding Speaking Proficiency

Cancel

Language Skills

Save

** Indicates required field*

*Evaluation Date

01/21/2026



*Language

Spanish



Details

Reading Proficiency

▼

Speaking Proficiency

▼

Able To Translate

☐

Able To Teach

☐

In the **Speaking Proficiency** drop down, select proficiency level

Adding 'Able to Translate' and 'Able to Teach' Responses

Cancel

Language Skills

Save

** Indicates required field*

*Evaluation Date 01/21/2026 

*Language Spanish 

[Details](#)

Reading Proficiency 

Speaking Proficiency 

Able To Translate ☐

Able To Teach ☐

Select **Able To Translate** and/or **Able To Teach** if applicable

Saving Language Skills Form

CancelLanguage SkillsSave

** Indicates required field*

***Evaluation Date** 

***Language** 

[Details](#)

Reading Proficiency 

Speaking Proficiency 

Able To Translate ☒

Able To Teach ☒

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

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

Adding Another Language Skill

The screenshot shows a 'Talent Profile' page with a sidebar menu on the left and a main content area on the right. The sidebar menu includes sections like General, Education, Accomplishments, and Language Skills. The 'Language Skills' section is currently selected and highlighted in orange. In the main content area, under the 'Language Skills' heading, there is a table with columns for Language, Reading Proficiency, Speaking Proficiency, and Edit/View. A red box highlights a '+' button located above the table. A yellow callout box with a red arrow pointing to the '+' button contains the text: 'To add a new Language, click the '+' symbol'.

Talent Profile

General Education Accomplishments

Job Knowledge/Experience 0

Supervisory Experience 0

Language Skills 1

Licenses & Certifications 0

Honors and Awards 0

Special Projects 0

Competencies 0

Technical/Computer Details 0

Language Skills

Language	Reading Proficiency	Speaking Proficiency	Edit/View
Spanish			>

To add a new Language, click the '+' symbol

Language Skills Form Opens

Cancel

Language Skills

Save

** Indicates required field*

*Evaluation Date

01/21/2026



*Language

Spanish



Details

Reading Proficiency



Speaking Proficiency



Able To Translate

☐

Able To Teach

☐

The Language Skills window will open. Follow the same step as slides 8-15, then click **Save**

Editing/View Language Skills

Talent Profile

General Education Accomplishments

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

Language Skills

Language	Reading Proficiency	Speaking Proficiency	Edit/View
Spanish			>

To edit/view Language Skills, click the '>' symbol

View Language Skills

[Cancel](#)

Language Skills[Save](#)

** Indicates required field*

Evaluation Date

01/21/2026

Add New Version

Language

Spanish

[Details](#)

Reading Proficiency

3 - High

Speaking Proficiency

2 - Moderate

Able To Translate

☒

Able To Teach

☒

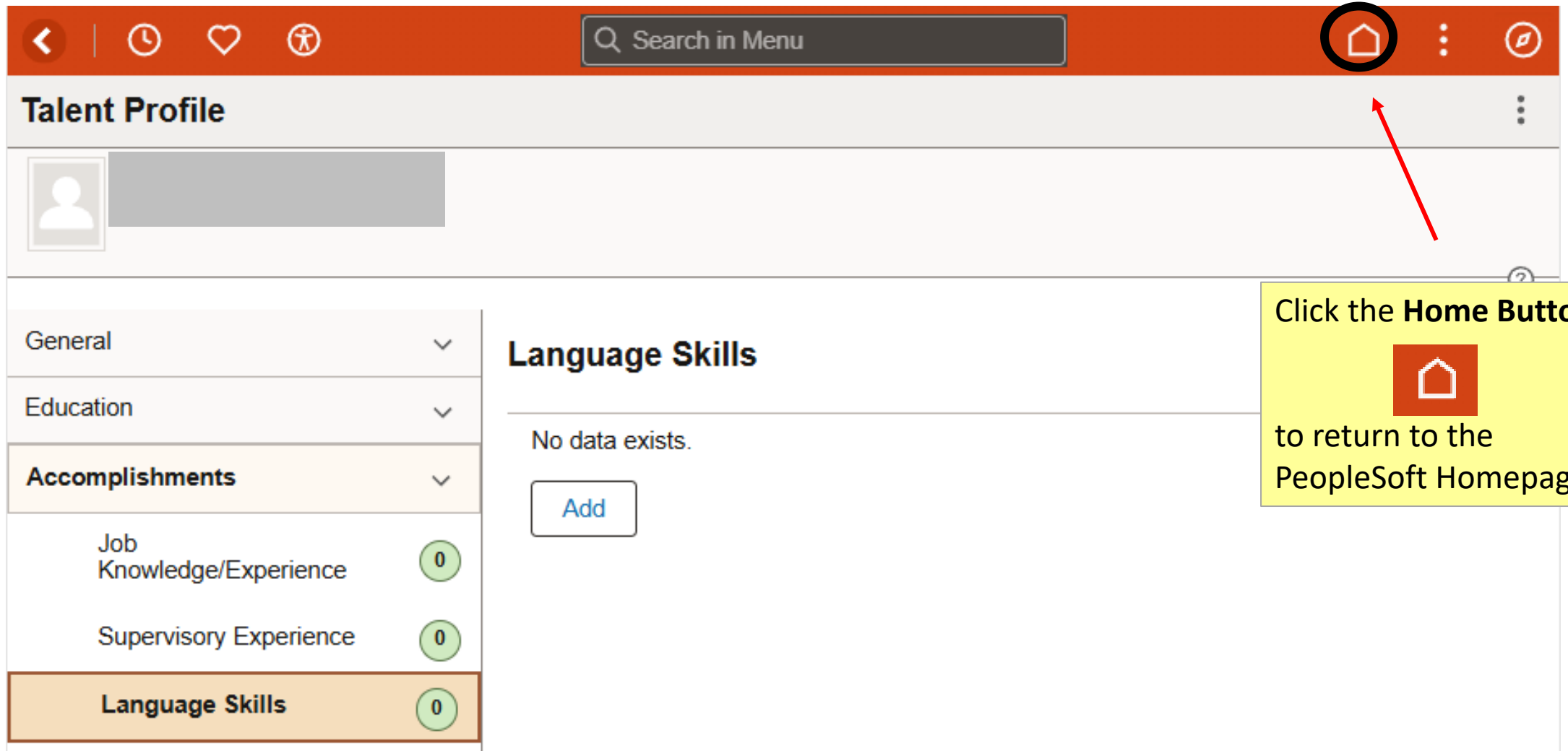
Delete

To Edit:
Make any necessary changes, then click **Save**

To Delete:
To delete a Language, 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 page. The top navigation bar is orange and contains several icons: a back arrow, a clock, a heart, a person icon, a search bar labeled "Search in Menu", a home icon (a white house on an orange background) which is circled in black, a vertical ellipsis, and a refresh icon. A red arrow points from the home icon to a yellow callout box on the right. The main content area is divided into a left sidebar and a main panel. The sidebar has a "Talent Profile" header, a profile picture placeholder, and a list of sections: "General", "Education", "Accomplishments", "Job Knowledge/Experience", "Supervisory Experience", and "Language Skills". The "Language Skills" section is highlighted in orange. The main panel shows the "Language Skills" section with the text "No data exists." and an "Add" button.

Talent Profile

General

Education

Accomplishments

Job Knowledge/Experience 0

Supervisory Experience 0

Language Skills 0

Language Skills

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, user profile, and notifications. 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 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 'more options' icon (three vertical dots) in the user profile area, which is the trigger for the menu.

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.
