

Employee Self Service- Review and Update Talent Profile Information

ACCOMPLISHMENTS – LICENSES & CERTIFICATIONS



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

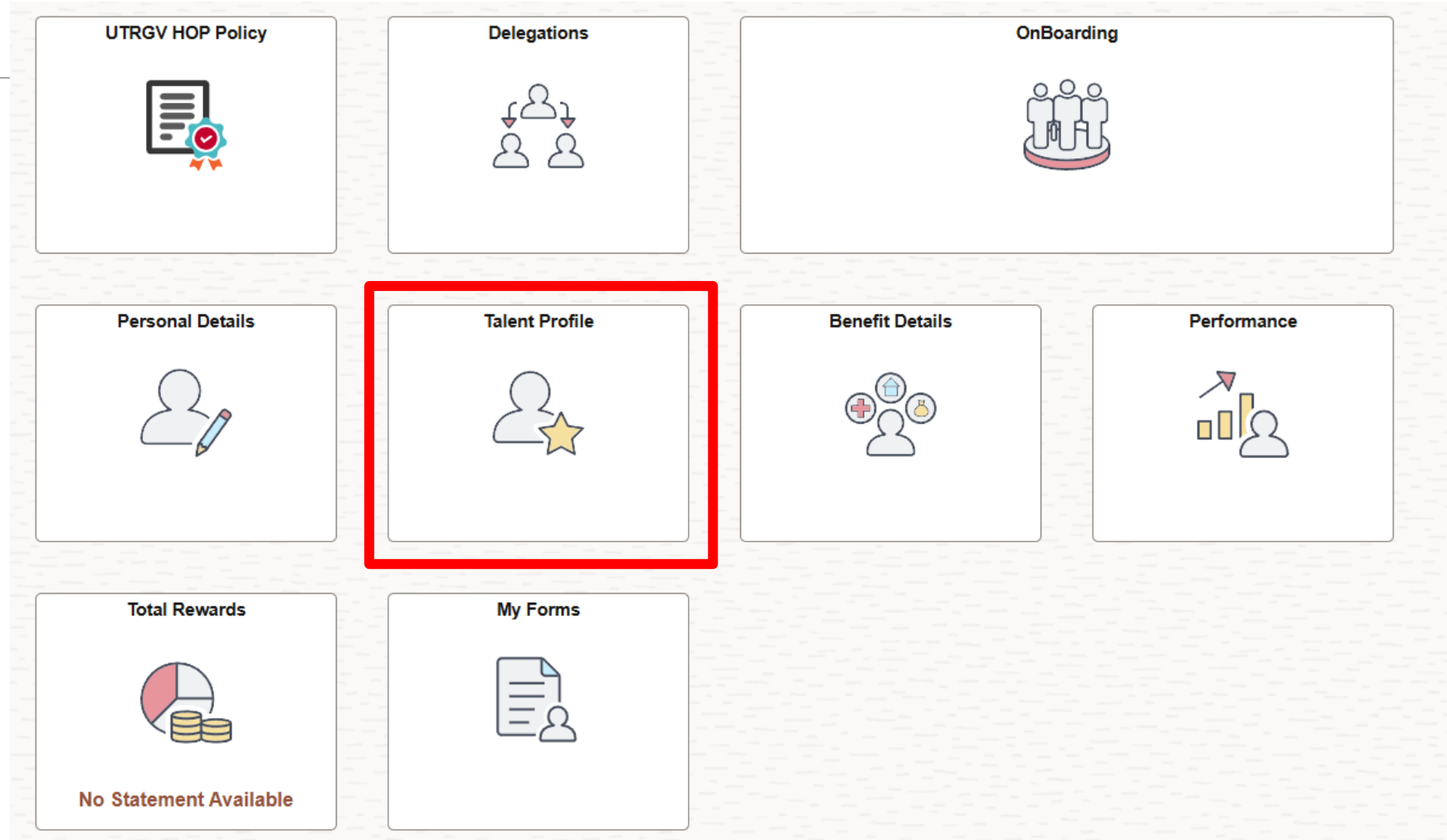


12Twenty

Navigate to Personal Details

1. PeopleSoft opens to the Employee Self Service page

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



Navigate to Accomplishments

The screenshot shows a web interface for a 'Talent Profile'. At the top is an orange header bar with navigation icons (back, clock, heart) on the left, a search bar labeled 'Search in Menu' in the center, and home, menu, and user icons on the right. Below the header, the page title 'Talent Profile' is displayed. A profile picture placeholder is visible. On the left is a vertical navigation menu with the following items: 'General', 'Education', 'Accomplishments' (highlighted with a red box), 'Job Knowledge/Experience', 'Supervisory Experience', 'Language Skills', 'Licenses & Certifications' (highlighted with an orange box), 'Honors and Awards', 'Special Projects', 'Competencies', and 'Technical/Computer Details'. Each item has a green circle with a '0' next to it. The main content area is titled 'Licenses & Certifications' and contains the text 'No data exists.' and an 'Add' button. A red arrow points from a yellow callout box to the 'Add' button. The callout box contains the text: 'To view and update accomplishments, select **Accomplishments**'.

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

Talent Profile

👤 [Profile Picture]

- 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

Licenses & Certifications

No data exists.

[Add](#)

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

Navigating to Licenses & Certifications

The screenshot shows a web 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 the 'Talent Profile' with a placeholder for a profile picture. A left-hand navigation menu lists several categories: 'General', 'Education', 'Accomplishments', 'Licenses & Certifications', 'Honors and Awards', 'Special Projects', 'Competencies', and 'Technical/Computer Details'. Each category has a dropdown arrow and a green circle with a '0'. The 'Licenses & Certifications' item is highlighted with a red rectangular box. To the right of the menu, the 'Licenses & Certifications' section is displayed, showing the text 'No data exists.' and an 'Add' button. A yellow callout box with a red arrow pointing to the 'Licenses & Certifications' menu item contains the text: 'To update Licenses & Certifications, select Licenses & Certification'.

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

Licenses & Certifications

No data exists.

[Add](#)

To update Licenses & Certifications, select **Licenses & Certification**

Add Licenses & Certifications

The screenshot shows a web 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 navigation bar is a header section for the 'Talent Profile' with a profile picture placeholder and a menu icon. A left sidebar contains a list of profile sections: 'General', 'Education', 'Accomplishments', 'Licenses & Certifications' (which is highlighted), 'Honors and Awards', 'Special Projects', 'Competencies', and 'Technical/Computer Details'. Each section has a green circle with a '0' next to it. The main content area is titled 'Licenses & Certifications' and displays the message 'No data exists.' Below this message is a blue 'Add' button, which is highlighted with 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 Licenses & Certifications, select **Add**'.

Talent Profile

General

Education

Accomplishments

Licenses & Certifications

Honors and Awards

Special Projects

Competencies

Technical/Computer Details

Licenses & Certifications

No data exists.

Add

To add Licenses & Certifications, select **Add**

Licenses & Certifications Form

CancelLicenses & CertificationsSave

** Indicates required field*

*Issue Date	01/21/2026	
*License/Certification		
Details		
Country		
State		
Commission Date	MM/DD/YYYY	
Expiration Date	MM/DD/YYYY	
License/Certification Number		
Issued By		

A new window opens which allows user to make changes to **Licenses & Certifications**

Adding Issue Date

[Cancel](#) **Licenses & Certifications** [Save](#)

** Indicates required field*

***Issue Date** 01/21/2026 

***License/Certification** 

Details

Country 

State 

Commission Date MM/DD/YYYY 

Expiration Date MM/DD/YYYY 

License/Certification Number 

Issued By 

In the **Issue Date** box, today's date automatically fills. To change date, type in the date of issuance (MM/DD/YYYY) OR click on the calendar icon and select date.

Adding Licenses & Certifications

CancelLicenses & CertificationsSave

** Indicates required field*

*Issue Date

01/21/2026

*License/Certification

Details

Country

State

Commission Date

MM/DD/YYYY

Expiration Date

MM/DD/YYYY

License/Certification Number

Issued By

Click on the magnifying glass



To select
License/Certification

Lookup Licenses & Certifications

[Cancel](#)

Lookup

Search for: License/Certification

▼ Search Criteria

Show Operators

Content Type LIC

Content Item (begins with)

Description (begins with)

Search Clear

▼ Search Results

Only the first 300 results are displayed

300 rows

Content Item ↑↓	Description ↑↓
LIC001	Apprentice Electrician
LIC002	Athletic Training License
LIC003	Backflow Prevention Assembly Tester (BPAT)
LIC004	Certified Public Accountant (CPA)
LIC005	Chemical Dependency (LCDC)

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

Adding Country

CancelLicenses & CertificationsSave

** Indicates required field*

***Issue Date** 

***License/Certification** 

Details

Country 

State 

Commission Date 

Expiration Date 

License/Certification Number 

Issued By 

Click on the magnifying
glass



To select **Country**

Lookup Country

[Cancel](#)

Lookup

Search for: Country

▼ Search Criteria

Show Operators

Country
(begins with)

Description
(begins with)

Search

Clear

▼ Search Results

256 rows

Country ↑↓	Description ↑↓
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALA	Aland Islands

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

Adding State

CancelLicenses & CertificationsSave

** Indicates required field*

***Issue Date** 

***License/Certification** 

Details

Country 

State 

Commission Date 

Expiration Date 

License/Certification Number 

Issued By 

Click on the magnifying
glass



To select **State**

Lookup State

Cancel

Lookup

Search for: State

▼ Search Criteria

Show Operators

Country USA

State
(begins with)

Description
(begins with)

Search

Clear

▼ Search Results

59 rows

State ↑↓	Description ↑↓
AA	Armed Forces Americas
AE	Armed Forces Europe
AK	Alaska
AL	Alabama

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

Adding Commission Date

CancelLicenses & CertificationsSave

** Indicates required field*

***Issue Date** 

***License/Certification** 

Details

Country 

State 

Commission Date 

Expiration Date 

License/Certification Number 

Issued By 

In the **Commission Date** box, user can type in the date of commission (MM/DD/YYYY) OR click on the calendar icon and select date.

Adding Expiration Date

CancelLicenses & CertificationsSave

** Indicates required field*

***Issue Date** 

***License/Certification** 

Details

Country 

State 

Commission Date 

Expiration Date 

License/Certification Number 

Issued By 

In the **Expiration Date** box, user can type in the date of expiration (MM/DD/YYYY) OR click on the calendar icon and select date.

Adding Licenses/Certification Number

CancelLicenses & CertificationsSave

** Indicates required field*

***Issue Date** 

***License/Certification** 

Details

Country 

State 

Commission Date 

Expiration Date 

License/Certification Number 

Issued By 

In the
**License/Certification
Number** box, type in
description

Adding Issued By

CancelLicenses & CertificationsSave

** Indicates required field*

***Issue Date** 

***License/Certification** 

Details

Country 

State 

Commission Date 

Expiration Date 

License/Certification Number 

Issued By 

In the **Issued By** box,
type in description

Saving Licenses & Certifications Form

CancelLicenses & CertificationsSave

** Indicates required field*

*Issue Date

01/21/2026



*License/Certification

Apprentice Electrician



Details

Country

United States



State

Texas



Commission Date

01/21/2026



Expiration Date

01/24/2026



License/Certification Number

01234



Issued By

UTRGV



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

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

Adding a Second License or Certification

The screenshot shows a web interface for a 'Talent Profile'. The top navigation bar is orange with icons for back, clock, heart, and a person, along with a 'Search in Menu' input field. The profile header includes a placeholder for a profile picture. A left sidebar lists various categories: General, Education, Accomplishments, Licenses & Certifications (highlighted in orange), Honors and Awards, Special Projects, Competencies, and Technical/Computer Details. The 'Licenses & Certifications' section is expanded, showing a table with one entry: 'Apprentice Electrician'. A red box highlights a '+' icon in the top left of this section, with a red arrow pointing to it from a yellow callout box that reads: 'To add a new License/Certification, click the '+' symbol'.

License/Certification	Edit/View
Apprentice Electrician	>

Licenses & Certifications Form Opens

CancelLicenses & CertificationsSave

** Indicates required field*

***Issue Date** 

***License/Certification** 

Details

Country 

State 

Commission Date 

Expiration Date 

License/Certification Number 

Issued By 

The Licenses & Certifications window will open. Follow the same step as slides 8-20, then click **Save**

Editing/View Licenses & Certifications

The screenshot shows a web application interface for a 'Talent Profile'. At the top is a red navigation bar with icons for back, clock, heart, and a person, along with a 'Search in Menu' input field. Below this is a grey header bar with the title 'Talent Profile' and a menu icon. 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, Licenses & Certifications (highlighted in orange), Honors and Awards, Special Projects, Competencies, and Technical/Computer Details. Each category has a green circle with a number indicating the count of items. The main panel is titled 'Licenses & Certifications' and features a table with a '+' button in the top left. The table has two columns: 'License/Certification' and 'Edit/View'. The first row of data shows 'Apprentice Electrician' in the first column and a button with a right-pointing chevron (>) in the second column. This button is highlighted with a red square, and a red arrow points from a yellow text box to it. The text box contains the instruction: 'To edit/view License/Certifications, click the '>' symbol'.

Talent Profile

General

Education

Accomplishments

Job Knowledge/Experience 0

Supervisory Experience 0

Language Skills 0

Licenses & Certifications 1

Honors and Awards 0

Special Projects 0

Competencies 0

Technical/Computer Details 0

Licenses & Certifications

+

License/Certification	Edit/View
Apprentice Electrician	>

To edit/view License/Certifications, click the '>' symbol

Licenses & Certifications

Cancel

Licenses & Certifications

Save

Issue Date

01/21/2026

Add New Version

License/Certification

Apprentice Electrician

Details

Country

United States

State

Texas

Commission Date

01/21/2026

Expiration Date

01/24/2026

License/Certification Number

01234

Issued By

UTRGV

Delete

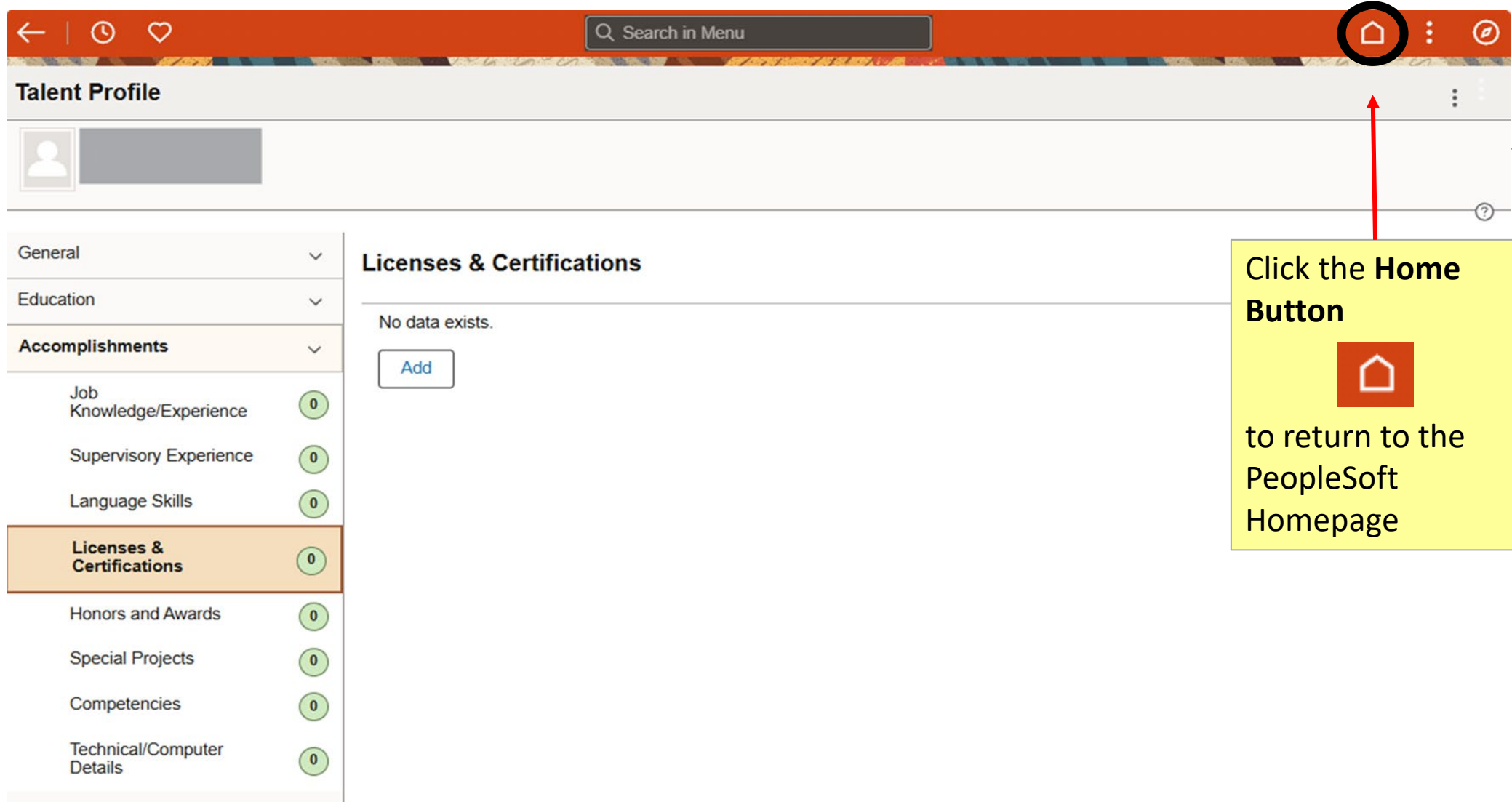
* Indicates required field

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

To Delete:
To delete a Licenses & Certifications, 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 back arrow, a clock icon, a heart icon, a search bar labeled "Search in Menu", and a home button (house icon) which is circled in black. A red arrow points from the home button to a yellow callout box on the right. The main content area is divided into two sections: "Talent Profile" on the left and "Licenses & Certifications" on the right. The "Talent Profile" section has a sidebar with a list of categories: General, Education, Accomplishments, Licenses & Certifications (highlighted in orange), Honors and Awards, Special Projects, Competencies, and Technical/Computer Details. Each category has a green circle with a "0" next to it. The "Licenses & Certifications" 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

Licenses & Certifications

No data exists.

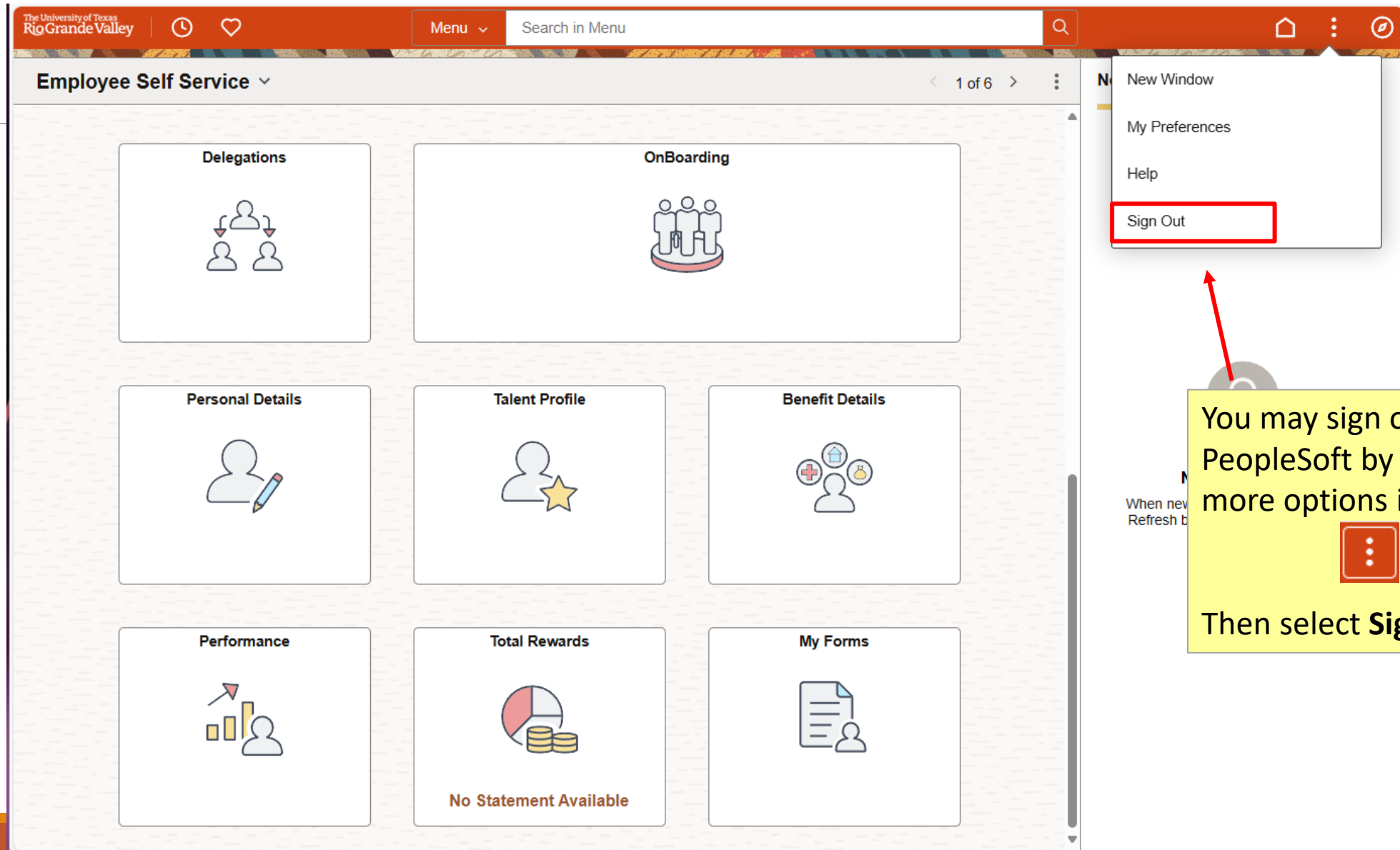
[Add](#)

Click the **Home Button**



to return to the PeopleSoft Homepage

Sign Out of PeopleSoft



Congratulations!
You have successfully completed this
topic.
