

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.

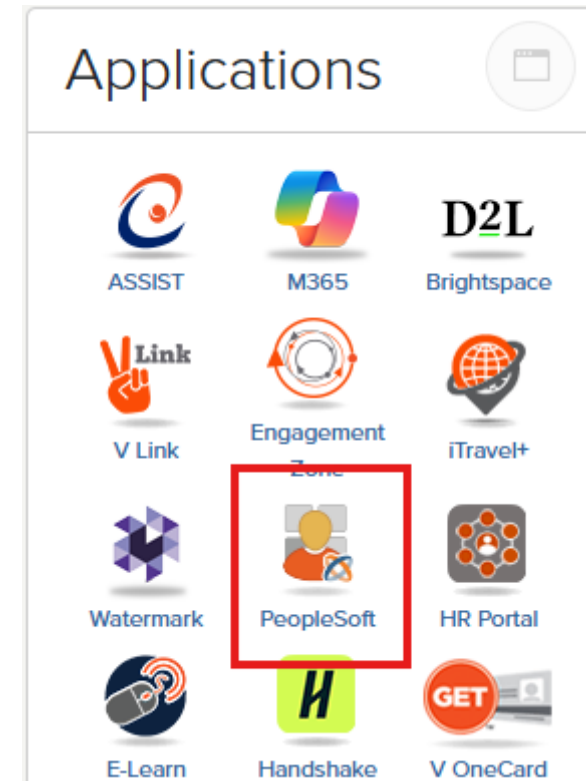
For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

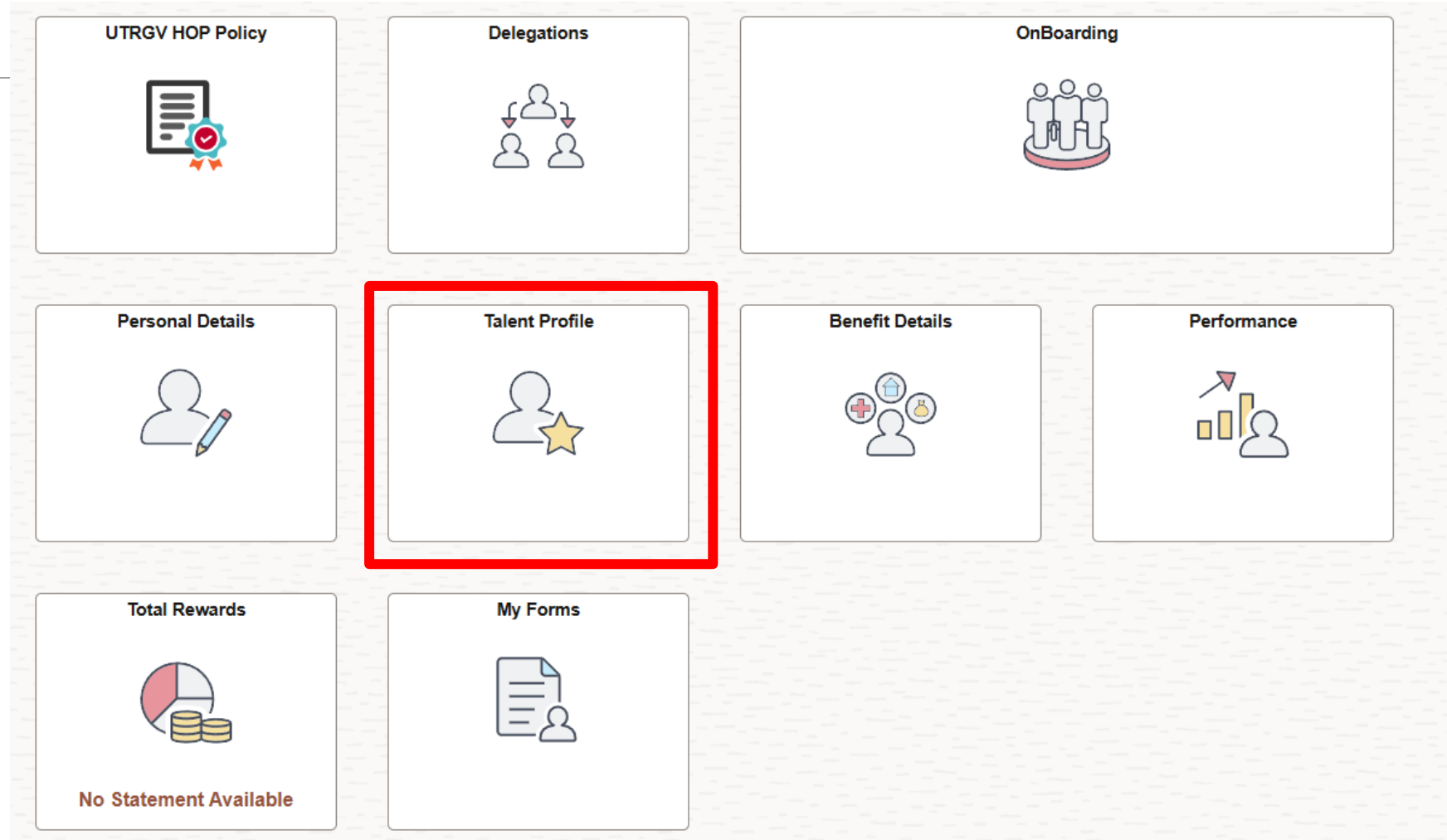
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



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 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, the page title 'Talent Profile' is on the left, and a profile picture placeholder is on the right. A left-hand navigation menu lists several categories: General, Education, Accomplishments (highlighted with a red box), Job Knowledge/Experience, Supervisory Experience, Language Skills, Licensures & Certifications (highlighted with an orange box), Honors and Awards, Special Projects, Competencies, and Technical/Computer Details. Each category has a green circle with a '0' next to it. The main content area is titled 'Licensures & Certifications' and displays the message 'No data exists.' with 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 Placeholder]

- General ▾
- Education ▾
- Accomplishments ▾**
- Job Knowledge/Experience 0
- Supervisory Experience 0
- Language Skills 0
- Licensures & Certifications 0**
- Honors and Awards 0
- Special Projects 0
- Competencies 0
- Technical/Computer Details 0

Licensures & 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, a menu, and a 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. A red arrow points from a yellow text box to this highlighted item. The main content area on the right is titled 'Licenses & Certifications' and contains the text '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](#)

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 in orange), '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)

SearchClear

▼ 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

Cancel

Licenses & Certifications

Save

** 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

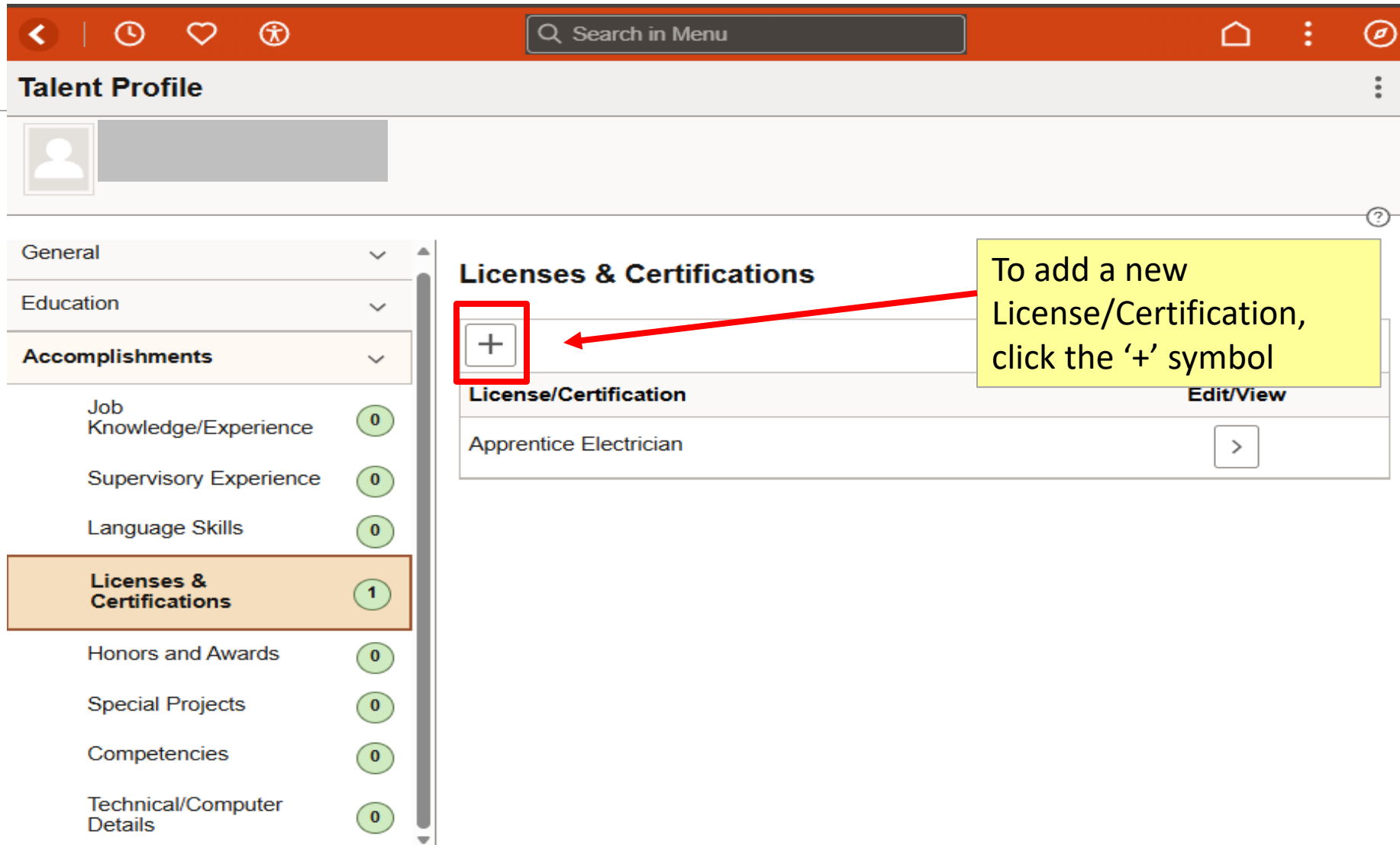
UTRGV



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 and contains icons for back, clock, heart, and a person, along with a search bar labeled 'Search in Menu'. The profile header shows 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. Each category has a green circle with a number indicating the count. 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, and a yellow callout box with a red arrow points to it, stating: '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

01/21/2026



*License/Certification



Details

Country



State



Commission Date

MM/DD/YYYY



Expiration Date

MM/DD/YYYY



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. A yellow callout box with a red arrow points to this button, containing the text: '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](#)

** Indicates required field*

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

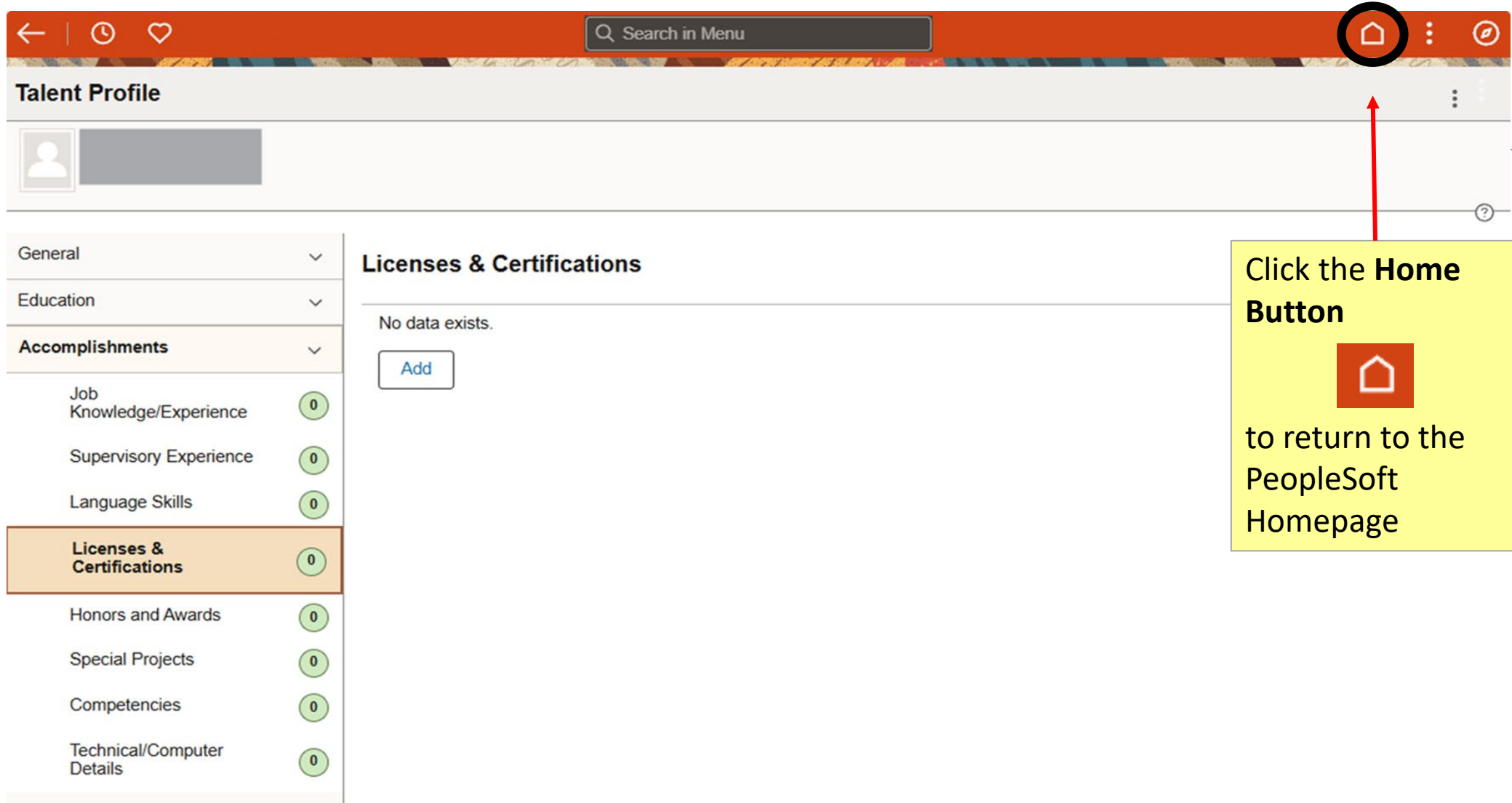
Delete

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 page. 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), Honors and Awards, Special Projects, Competencies, and Technical/Computer Details. Each category has a green circle with the number 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

The screenshot shows 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, a three-dot menu, and a refresh icon. The main content area is titled 'Employee Self Service' and contains a grid of tiles: 'Delegations', 'OnBoarding', 'Personal Details', 'Talent Profile', 'Benefit Details', 'Performance', 'Total Rewards' (with a 'No Statement Available' message), and 'My Forms'. A dropdown menu is open on the right side, 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 three-dot menu icon in the top right corner.

Employee Self Service

Delegations

OnBoarding

Personal Details

Talent Profile

Benefit Details

Performance

Total Rewards

My Forms

No Statement Available

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.
