

# Employee Self Service- Review and Update Personal Information

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MARITAL STATUS

# Microsoft Authenticator (MFA)

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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

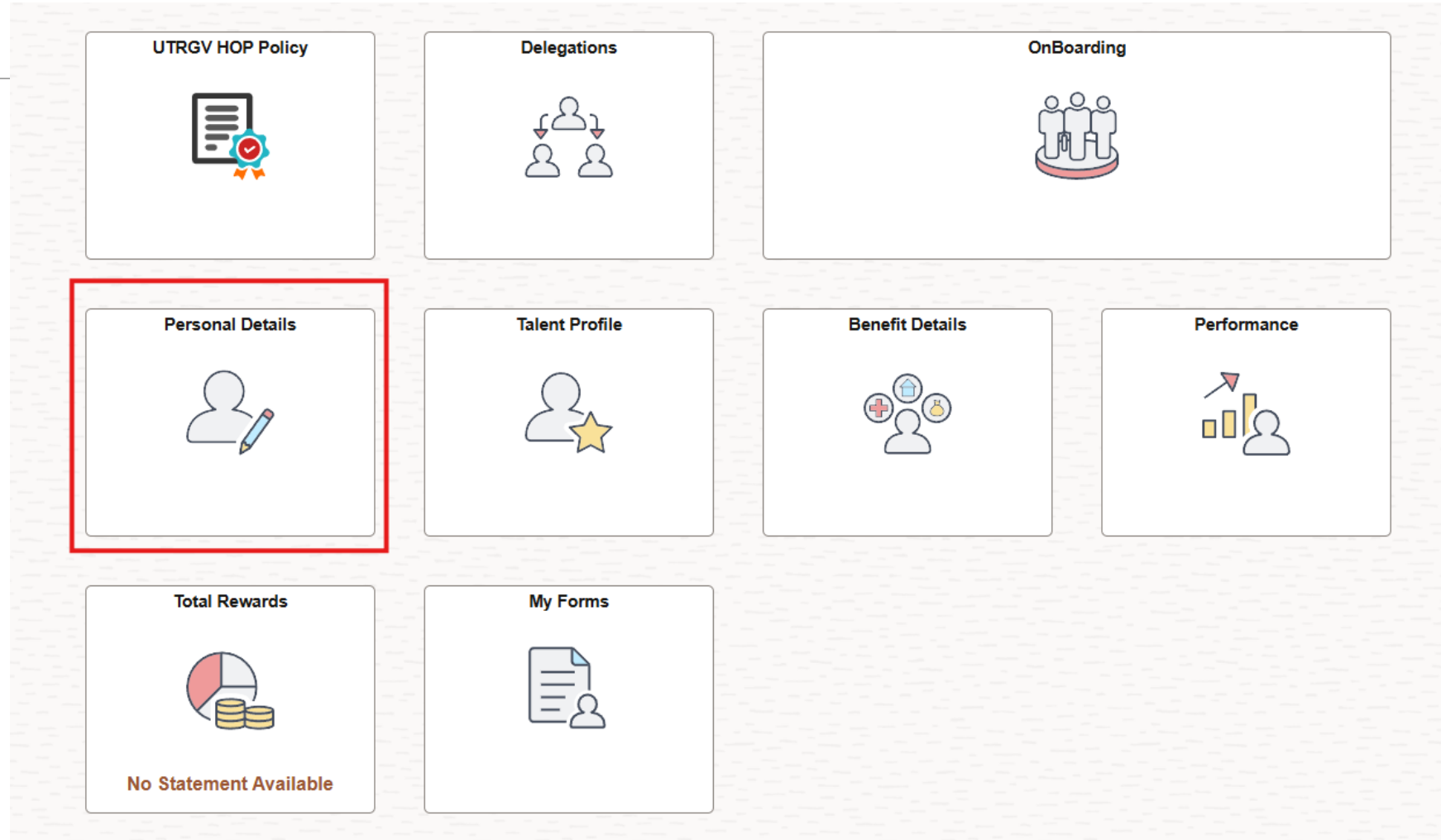


12Twenty

# Navigate to Personal Details

1. PeopleSoft opens to the Employee Self Service page

2. Scroll to the bottom of the page and select **Personal Details** Tile



# Navigate to Martial Status Form

Personal Details Dashboard

Addresses

Updated 04/08/2026

Contact Details

Emergency Contacts

Marital Status

Updated 08/24/2023

Name

Updated 08/24/2023

Ethnic Groups

1 Ethnic Group

Not Submitted

Veteran Status

Not Submitted

Additional Information

To update Martial Status, select **Martial Status**

# Filling Out Marital Status – New Status

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Q Search in Menu

## Personal Details

Human Resources Assist II

Save

## Change Marital Status

Current Status Single

\*New Status

\*As Of

In the **New Status**  
drop down, select  
Marital Status

# Filling out Marital Status – As of



Search in Menu



## Personal Details



Human Resources Assist II

Save

### Change Marital Status

Current Status

Single

\*New Status

\*As Of



In the **As Of** box,

1. Click the calendar icon
2. Enter the date of the event

# Submitting Marital Status Form

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Q Search in Menu

## Personal Details



Human Resources Assist II

### Change Marital Status

Current Status

 Single

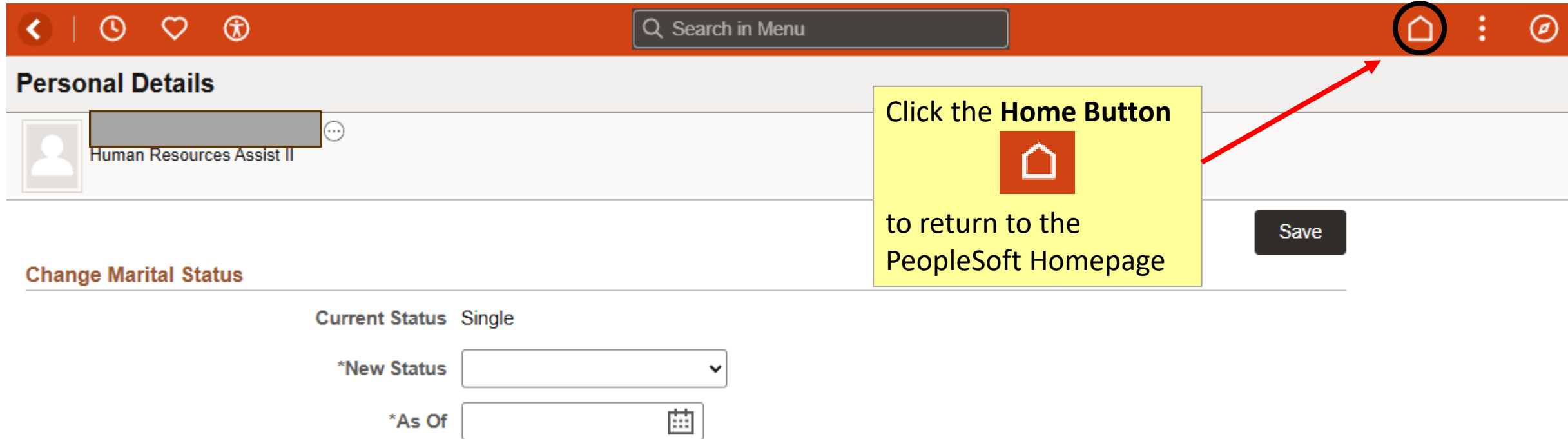
\*New Status

\*As Of

Save

Once both **New Status** and **As Of** have been filled out, click **Save**

# Navigate to Home Page



The screenshot shows the top navigation bar of the PeopleSoft application. It includes a back arrow, a clock icon, a heart icon, and a person icon. A search bar labeled "Search in Menu" is also present. On the right side of the bar, there is a home button (house icon) circled in black, a vertical ellipsis menu, and a refresh icon. A red arrow points from a yellow callout box to the home button.

**Personal Details**

 Human Resources Assist II

**Change Marital Status**

Current Status Single

\*New Status

\*As Of

**Click the Home Button**



to return to the PeopleSoft Homepage

**Save**

# Sign Out of PeopleSoft

The screenshot shows the PeopleSoft Employee Self Service interface for The University of Texas Rio Grande Valley. The top navigation bar includes the university logo, a clock icon, a heart icon, a 'Menu' dropdown, a search bar labeled 'Search in Menu', and icons for home, more options, and a user profile. The main content area is titled 'Employee Self Service' and contains several 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 from the user profile icon, displaying 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 'Sign Out' option.

**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 the more options icon



Then select **Sign Out**

Congratulations!  
You have successfully completed this  
topic.

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