

Employee Self Service- Review and Update Personal Information

MARITAL STATUS



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.

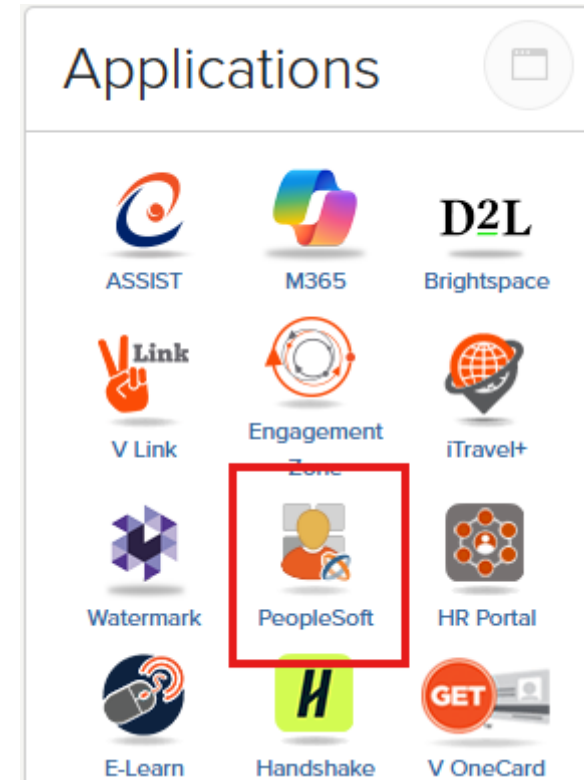
For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

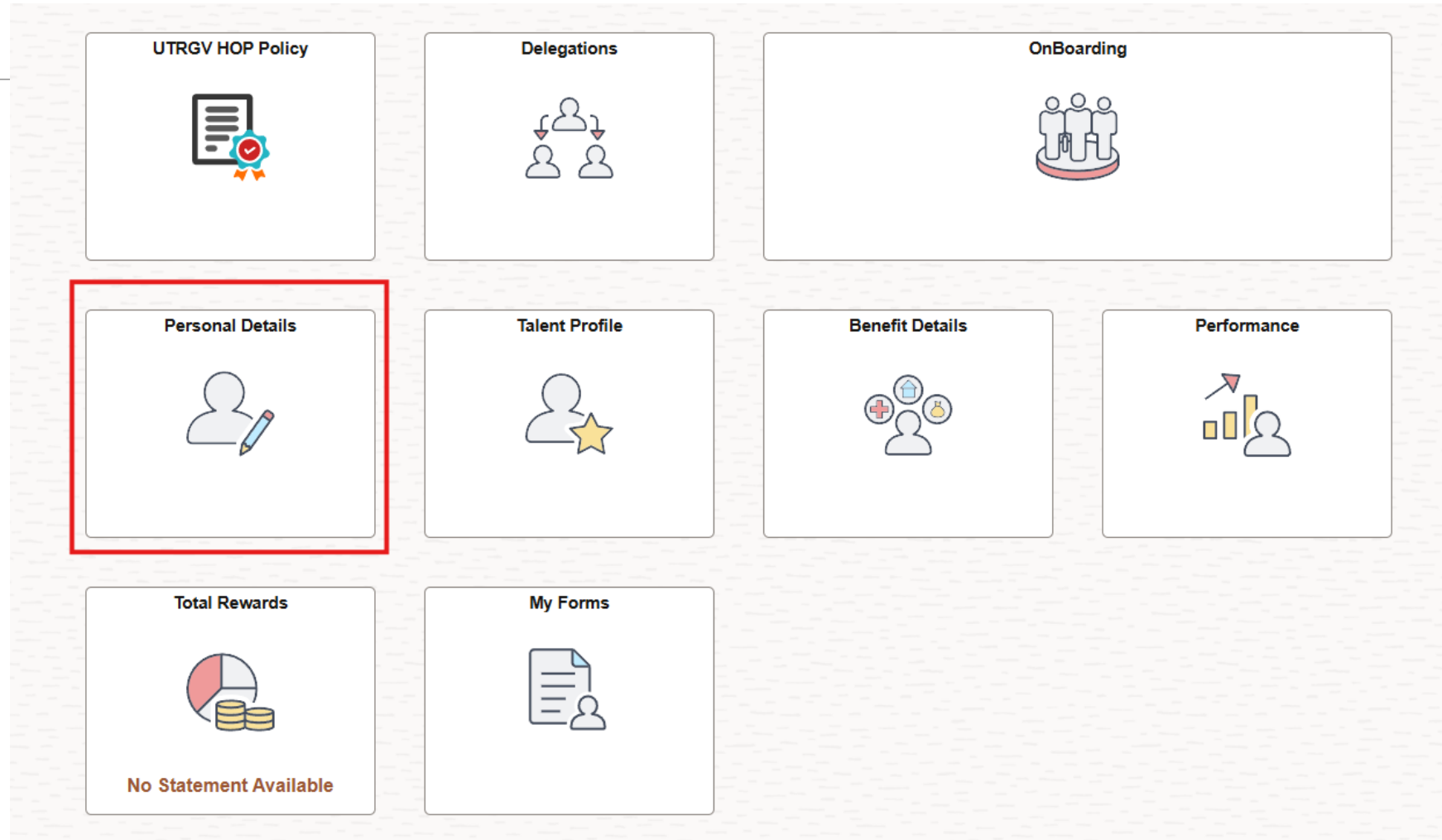
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



Navigate to Personal Details

1. PeopleSoft opens to the Employee Self Service page

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



Navigate to Marital Status Form

The screenshot shows a mobile application interface for a "Personal Details Dashboard". At the top, there is a navigation bar with a search bar labeled "Search in Menu" and several icons (back, home, heart, person, bell, and refresh). Below the navigation bar, the dashboard is organized into a grid of cards. The "Marital Status" card is highlighted with a red border and contains an icon of two interlocking rings and the text "Updated 08/24/2023". A yellow callout box with the text "To update Marital Status, select Marital Status" has a red arrow pointing to the "Marital Status" card. Other cards include "Addresses" (Updated 04/08/2026), "Contact Details", "Emergency Contacts", "Name" (Updated 08/24/2023), "Ethnic Groups" (1 Ethnic Group), "Veteran Status" (Not Submitted), and "Additional Information".

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

Veteran Status
Not Submitted


Additional Information

To update Marital Status, select Marital Status

Filling Out Marital Status – New Status

Navigation icons: back, clock, heart, person. Search in Menu. Home, menu, refresh icons.

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

Navigation icons: back, clock, heart, person. Search in Menu. Home, menu, refresh icons.

Personal Details

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

Navigation icons: back, clock, heart, person. Search bar: Search in Menu. Home, menu, refresh icons.

Personal Details

 Human Resources Assist II

Change Marital Status

Current Status Single

*New Status

*As Of

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

Save

Navigate to Home Page

Navigation bar: Home button circled in red.

Personal Details

Human Resources Assist II


Change Marital Status

Current Status Single

*New Status

*As Of


Save

Click the **Home Button**

to return to the
PeopleSoft Homepage

Sign Out of PeopleSoft

The screenshot shows the PeopleSoft Employee Self Service interface. At the top, there is a navigation bar with 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 a magnifying glass icon. Below the navigation bar, the page title is 'Employee Self Service'. The main content area contains several tiles: 'Delegations', 'OnBoarding', 'Personal Details', 'Talent Profile', 'Benefit Details', 'Performance', 'Total Rewards' (with a note 'No Statement Available'), and 'My Forms'. On the right side, a dropdown menu is open, showing options: 'New Window', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is highlighted with a red rectangular box. A red arrow points from a yellow callout box to the 'More Options' icon (three vertical dots) in the top right corner of the interface.

You may sign out of PeopleSoft by selecting the more options icon



Then select **Sign Out**

Congratulations!
You have successfully completed this
topic.
