

Employee Self Service- Review and Update Personal Information

UPDATING NAME

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

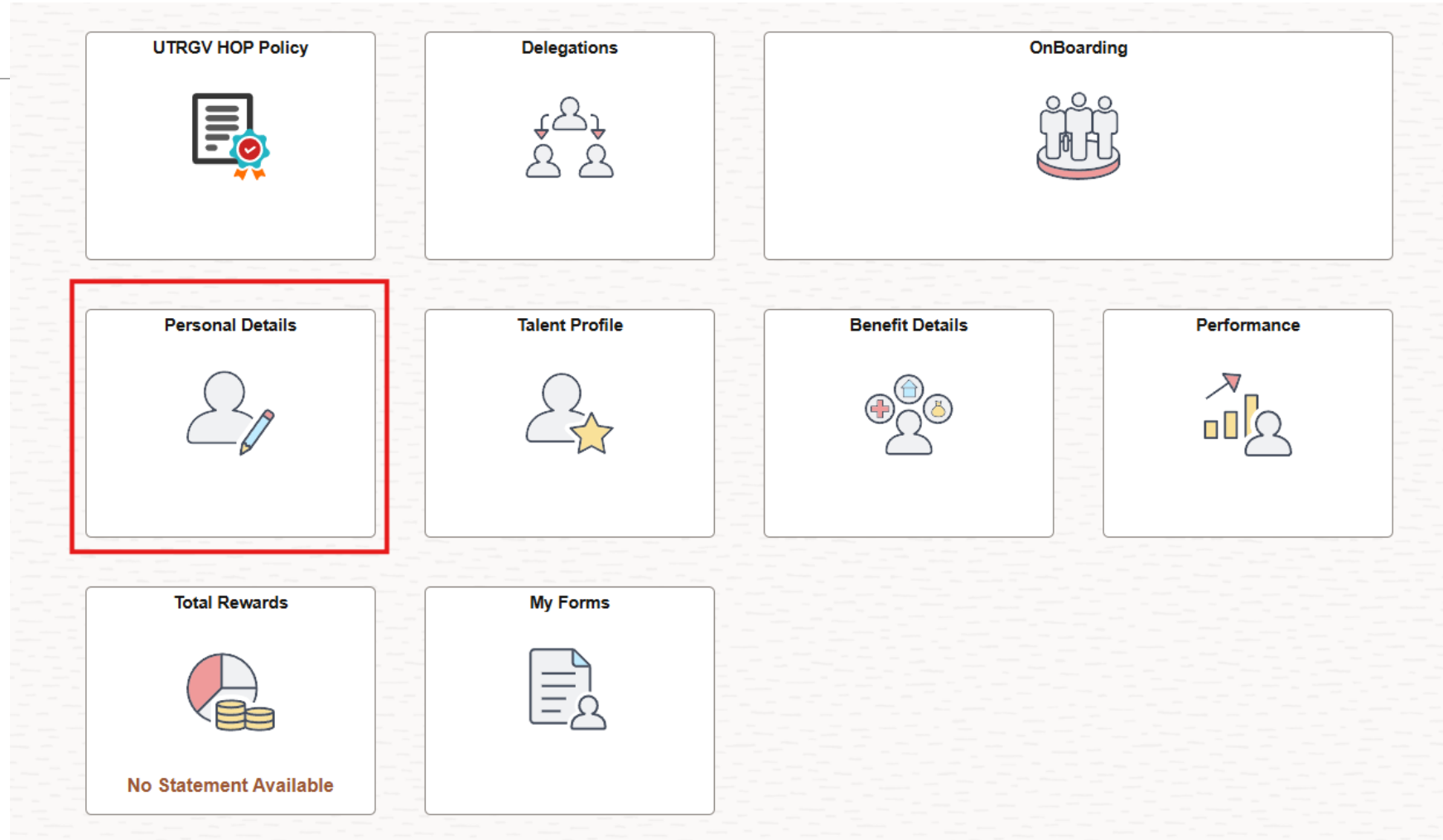


12Twenty

Navigate to Personal Details

1. PeopleSoft opens to the Employee Self Service page

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



Navigate to Name Form

The screenshot shows a web application interface for a 'Personal Details Dashboard'. At the top is a red navigation bar with icons for back, clock, heart, and a person, a search bar labeled 'Search in Menu', and icons for home, notifications, and a menu. Below the navigation bar is a grey header with the title 'Personal Details Dashboard' and a vertical ellipsis menu icon. The main content area is a grid of white cards with rounded corners. The cards are: 'Addresses' (envelope icon, 'Updated 04/08/2026'), 'Contact Details' (phone and @ icon), 'Emergency Contacts' (phone and medical cross icon, '1 Contact'), 'Marital Status' (wedding rings icon, 'Updated 08/24/2023'), 'Name' (ID card icon, 'Updated 08/24/2023'), 'Ethnic Groups' (three people icon, '1 Ethnic Group'), 'Disability' (wheelchair icon, 'Not Submitted'), and 'Veteran Status' (military uniform icon, 'Not Submitted'). A red rectangular border highlights the 'Name' card. A red arrow points from a yellow text box at the bottom right to the 'Name' card. The text box contains the instruction: 'To edit your name, select Name'. At the bottom left, there is a card titled 'Additional Information' with a document and information icon.

Personal Details Dashboard

Addresses
Updated 04/08/2026

Contact Details

Emergency Contacts
1 Contact

Marital Status
Updated 08/24/2023

Name
Updated 08/24/2023

Ethnic Groups
1 Ethnic Group

Disability
Not Submitted

Veteran Status
Not Submitted

Additional Information

To edit your name,
select **Name**

Editing Name Form



Search in Menu



Personal Details



Human Resources Assist II



Your Formal Name identifies you for official purposes such as government documents. Your Display Name is the name you wish to be known by and will appear on most transactions and reports.

Current

Formal Name

Display Name

Details ▾



To make changes
click on the '>'
symbol

Filling Out Name Form

[Cancel](#)

Name

[Save](#)

Current

Display Name Mary Smith

Formal Name Mary Smith

Proposed

Change As Of 10/20/2025

Name Prefix

*First Name Mary

Middle Name

*Last Name Smith

Name Suffix

New

Display Name Mary Smith

Formal Name Mary Smith

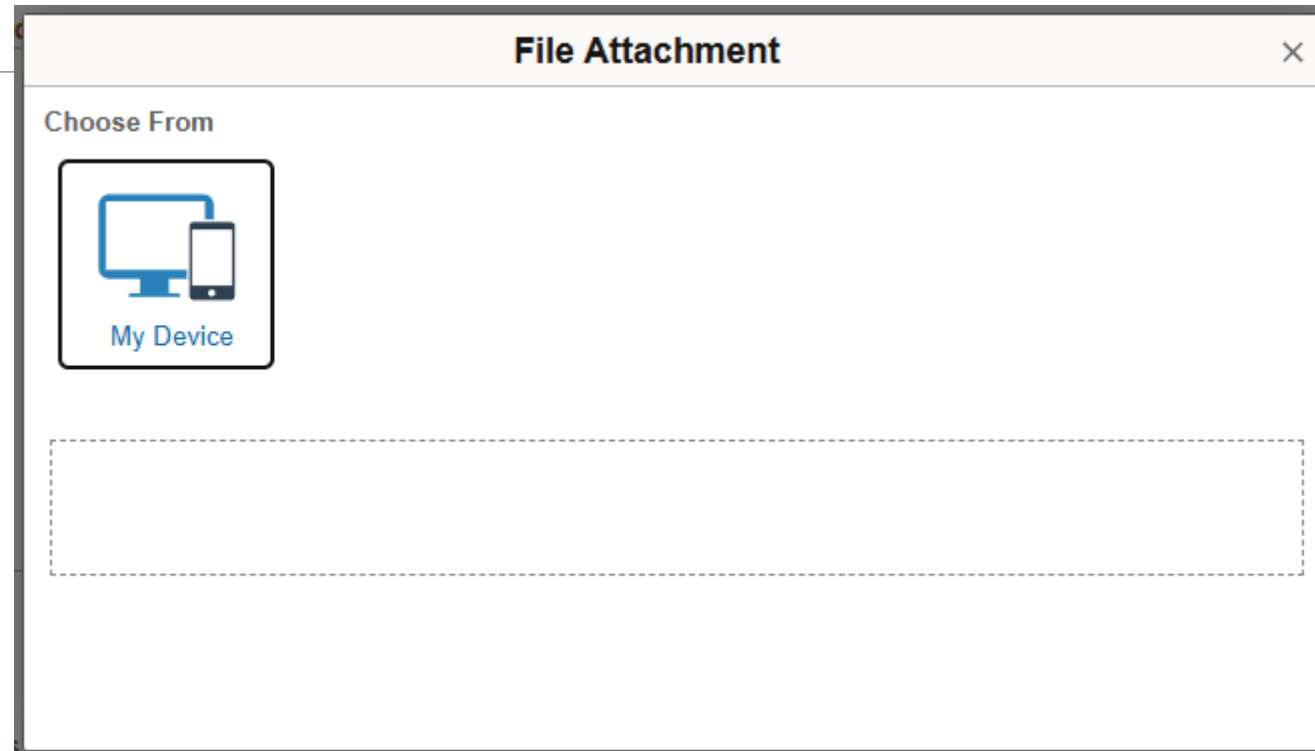
Attachments

You have not added any Attachments.

Add Attachment

To add attachment.
Click on **Add Attachment** button

File Attachment



The **File Attachment** window will open.

Click on **My Device** and choose attachment from computer.

Uploading File Attachment

File Attachment

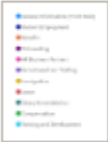
Choose From



My Device

Upload

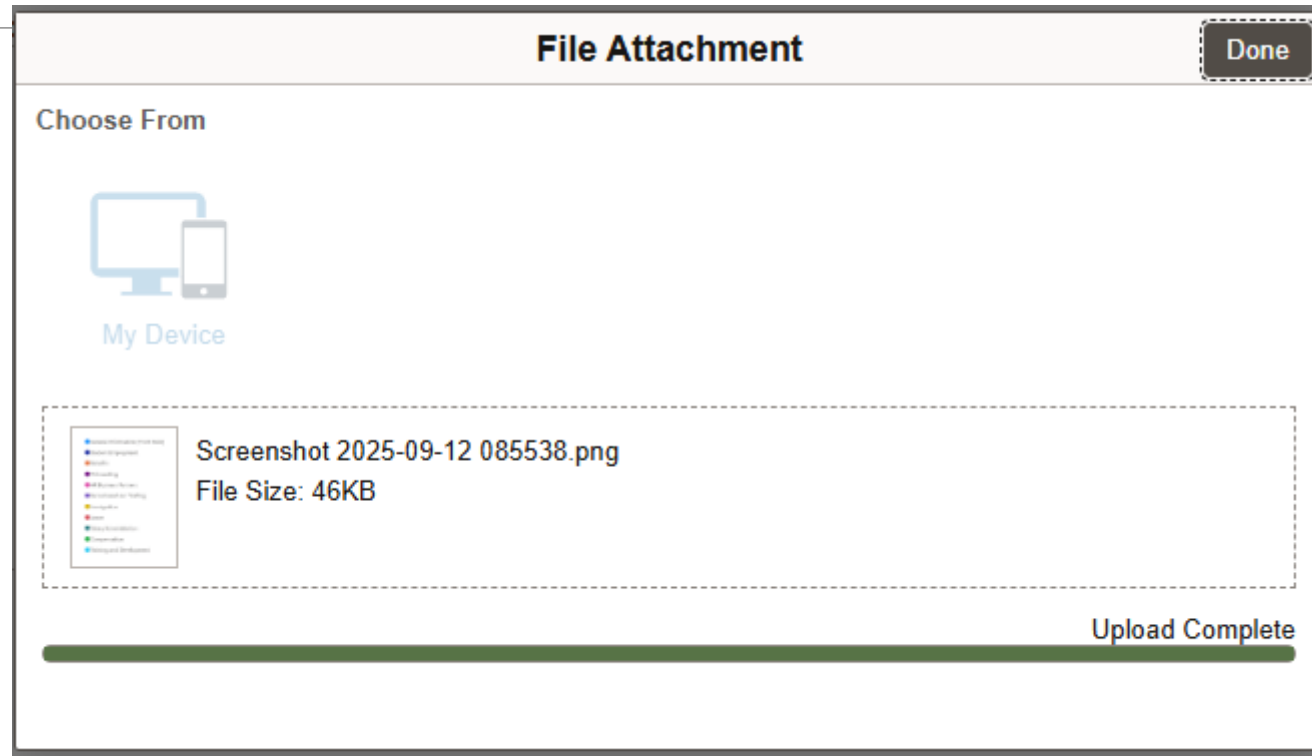
Clear



Screenshot 2025-09-12 085538.png
File Size: 46KB

Once attachment add, click on **Upload** to save attachment. Click on **Clear** to remove the attachment.

Uploading File Attachment Successful



Once attachment has been successfully added, click on **Done**.

Adding Description or Deleting Attachments

Cancel

Name

Save

* Indicates required field

Current

Display Name

Formal Name

Proposed

Change As Of

04/20/2026

Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

New

Display Name

Paola Hernandez

Formal Name

Paola Hernandez

Attachments

Add Attachment

Attachments ↑↓	Description ↑↓	Attached By ↑↓	Attached ↑↓
Screenshot_2025-09-12_085538.png			04/20/26 11:55:51 AM

1 row

Now the attachment will appear at bottom of the **Name** window.

To add a description, click inside the box and type the description

To delete attachment, click on the trashcan icon

Submitting Name Form

Cancel

Name

Save

* Indicates required field

Current

Display Name

Formal Name

Proposed

Change As Of04/20/2026

Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

New

Display NamePaola Hernandez

Formal NamePaola Hernandez

Attachments

Add Attachment

Attachments ↑↓	Description ↑↓	Attached By ↑↓	Attached ↑↓
Screenshot_2025-09-12_085538.png			04/20/26 11:55:51 AM

Make any necessary changes

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

Once changes have been made, click on **Save**

Navigate to Home Page





Personal Details



Human Resources Assist II

Your Formal Name identifies you for official purposes such as government documents. Your Display Name is the name you wish to be known by and will appear on most transactions and reports.

Current

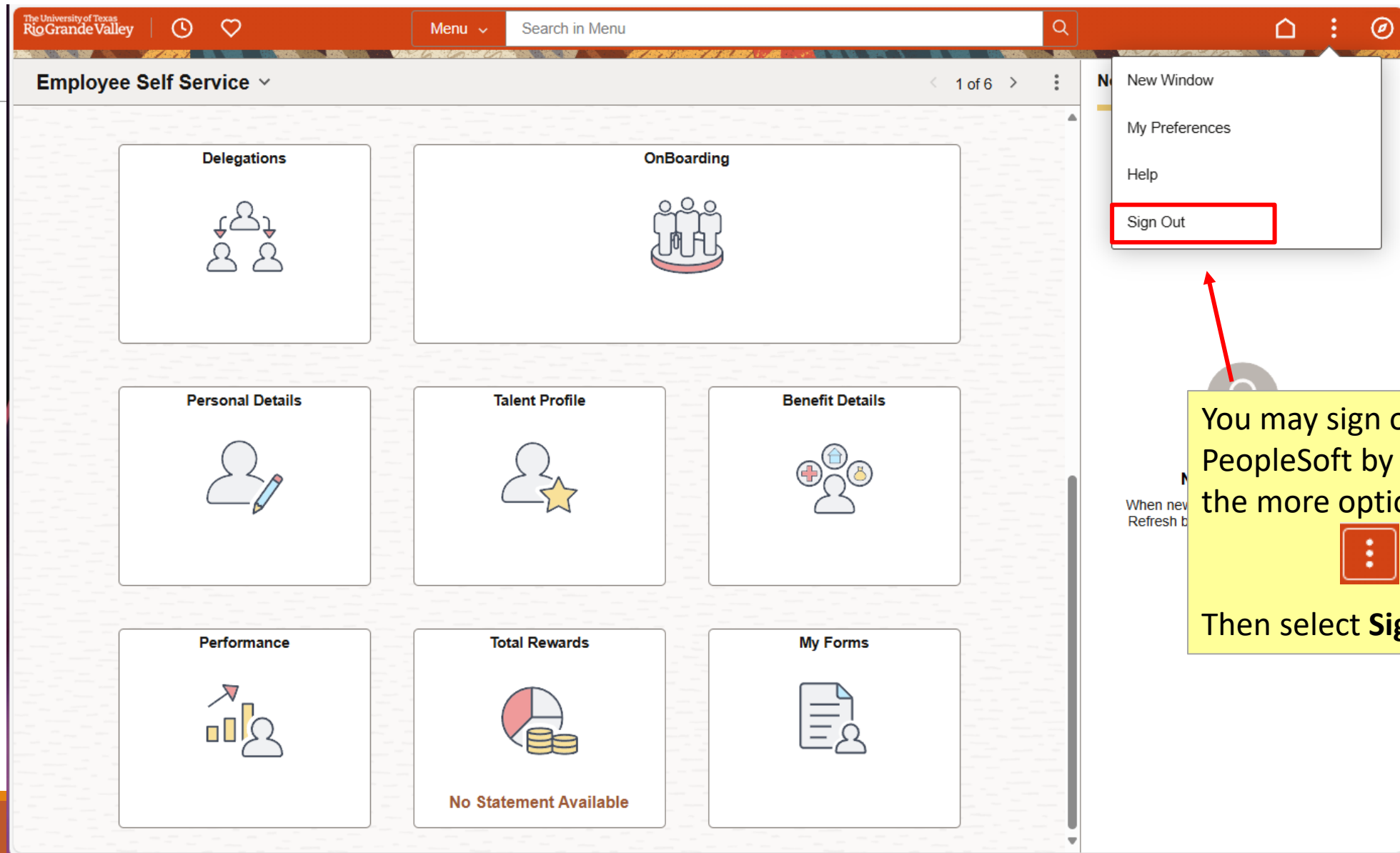
Formal Name	Display Name	Details ▾

Click the **Home Button**



to return to the
PeopleSoft Homepage

Sign Out of PeopleSoft



Congratulations!
You have successfully completed this
topic.
