

# Employee Self Service- Review and Update Personal Information

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UPDATING NAME



# 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:

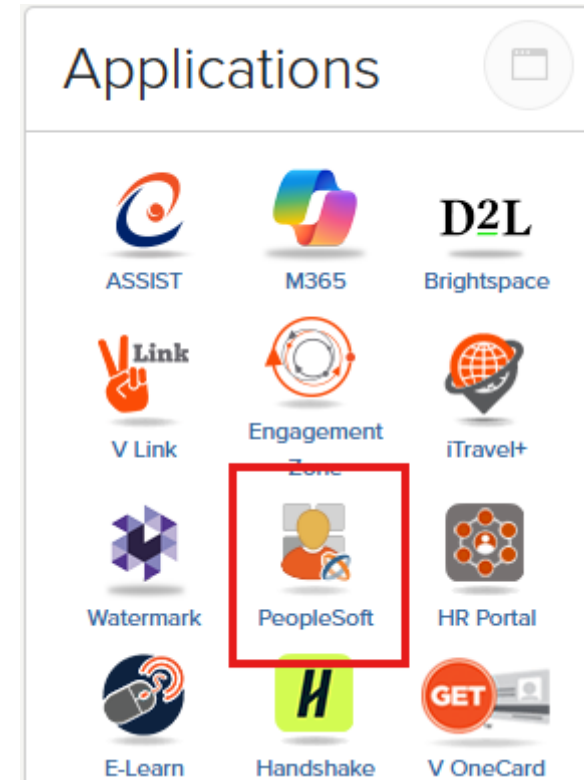
[Microsoft Multifactor Authentication.](#)



# Log In

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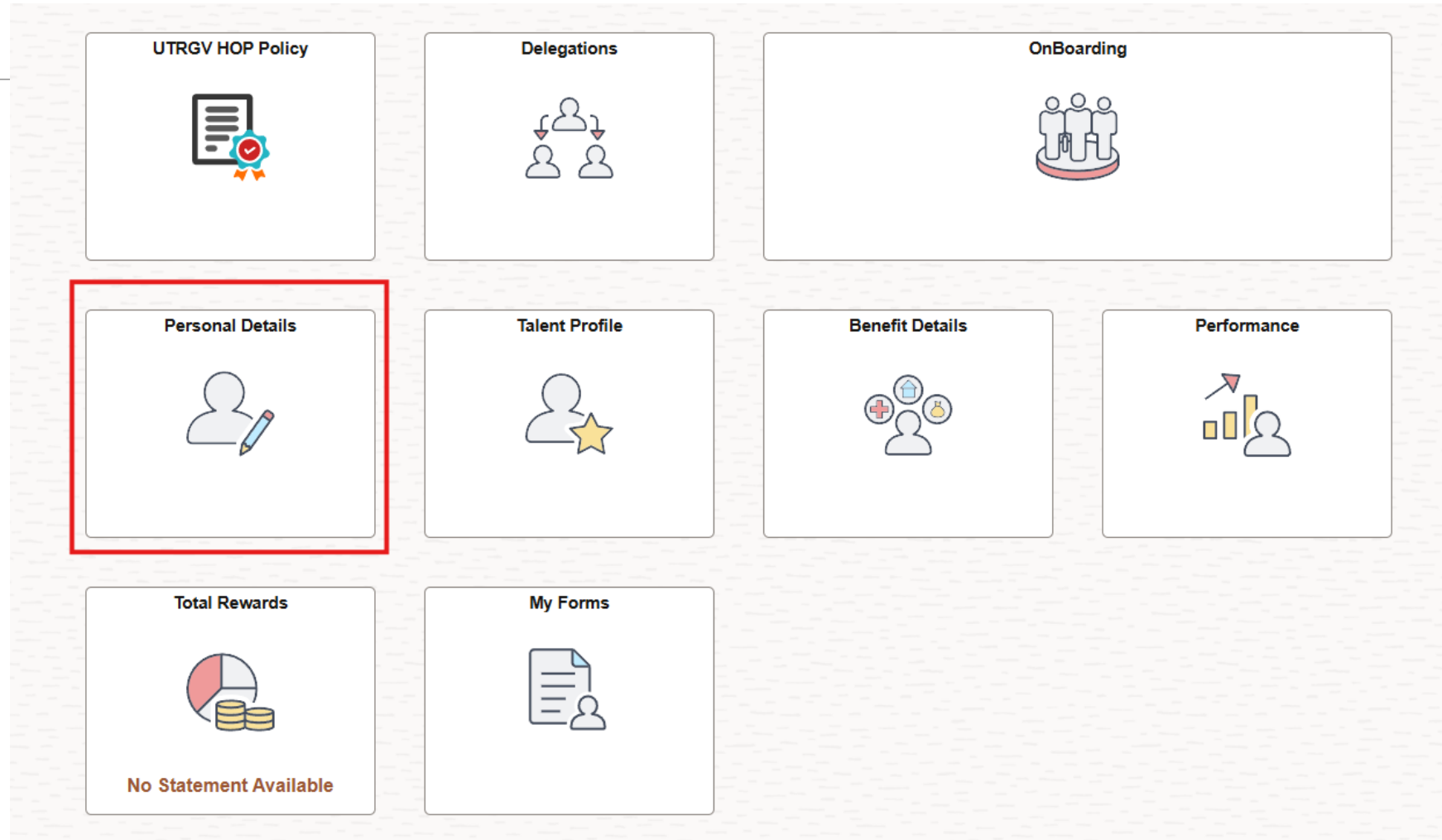
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



# 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



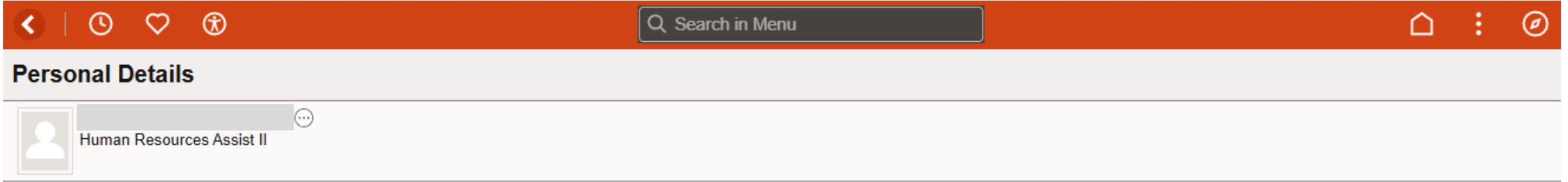
# Navigate to Name Form

The screenshot shows a mobile application interface for a "Personal Details Dashboard". At the top, there is a navigation bar with icons for back, home, heart, and user profile, along with a search bar labeled "Search in Menu". The dashboard contains several cards for different personal details:

- Addresses:** Updated 04/08/2026. Icon: envelope.
- Contact Details:** Icon: telephone and @ symbol.
- Emergency Contacts:** 1 Contact. Icon: telephone and medical cross.
- Marital Status:** Updated 08/24/2023. Icon: wedding rings.
- Name:** Updated 08/24/2023. Icon: ID card. This card is highlighted with a red border.
- Ethnic Groups:** 1 Ethnic Group. Icon: three people.
- Disability:** Not Submitted. Icon: person in wheelchair.
- Veteran Status:** Not Submitted. Icon: soldier in uniform.
- Additional Information:** Icon: document with information symbol.

A red arrow points from a yellow callout box to the "Name" card. The callout box contains the text: "To edit your name, select **Name**".

# Editing Name Form



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

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**Current**

Display Name Mary Smith  
Formal Name Mary Smith

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**Proposed**

Change As Of 10/20/2025

Name Prefix

\*First Name

Middle Name

\*Last Name

Name Suffix

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**New**

Display Name Mary Smith  
Formal Name Mary Smith

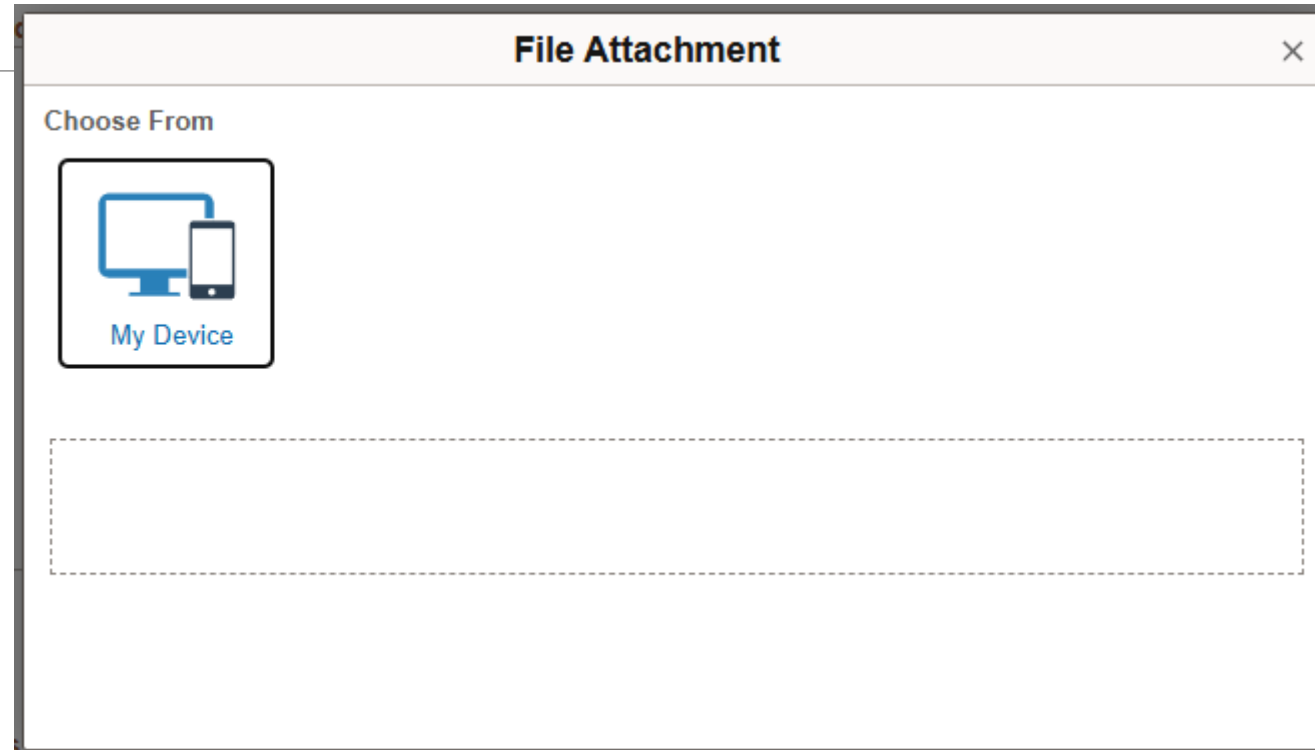
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**Attachments**

You have not added any Attachments.

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

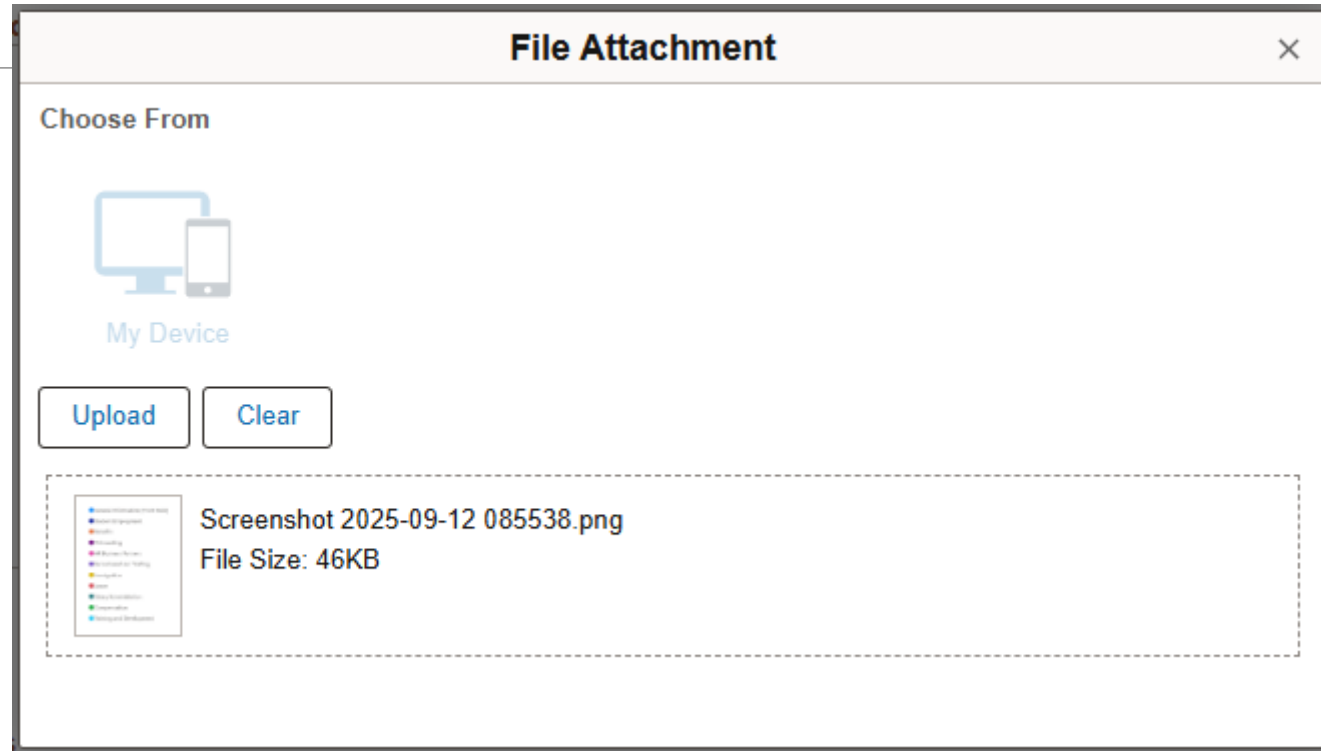
# File Attachment



The **File Attachment** window will open.

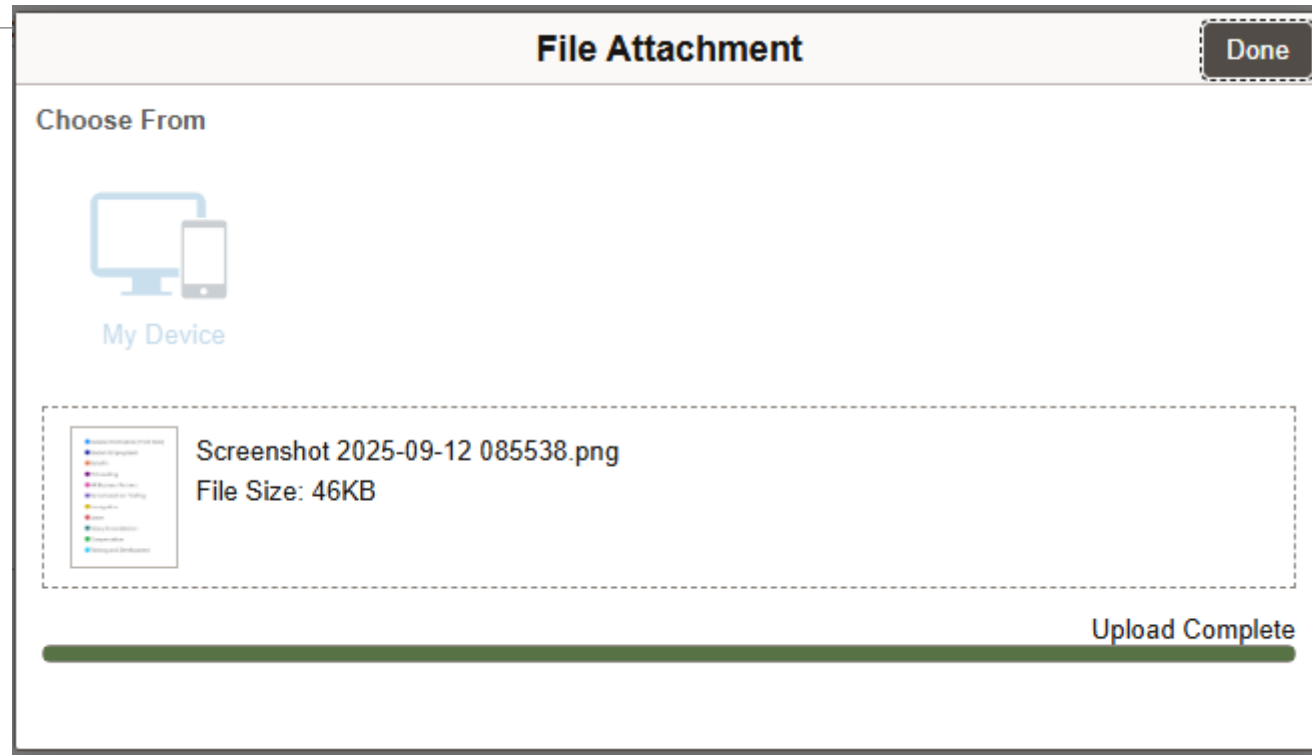
Click on **My Device** and choose attachment from computer.

# Uploading File Attachment



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

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 ↑↓	
<a href="#">Screenshot_2025-09-12_085538.png</a>	<input type="text"/>	<input type="text"/>	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 [Redacted]  
Formal Name [Redacted]

**Proposed**

Change As Of 04/20/2026 [Calendar Icon]  
Name Prefix [Dropdown]  
\*First Name [Redacted]  
Middle Name [Redacted]  
\*Last Name [Redacted]  
Name Suffix [Dropdown]

**New**

Display Name Paola Hernandez  
Formal Name Paola Hernandez

**Attachments**

[Add Attachment](#)

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

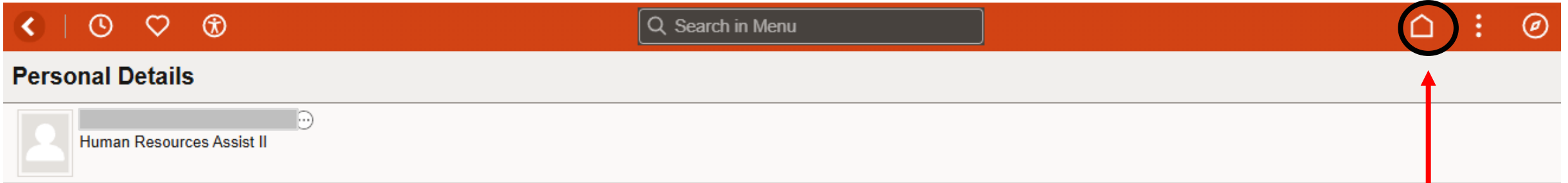
1 row

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



The screenshot shows the top navigation bar of the PeopleSoft interface. On the right side of the bar, there is a home button (a house icon) circled in black. A red arrow points from the home button in the yellow callout box below to this circled home button. Below the navigation bar is the 'Personal Details' section, which includes a user profile card for '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	
<input type="text"/>	<input type="text"/>	<a href="#">Details</a> <span>▼</span>

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, and a search bar labeled 'Search in Menu'. Below the navigation bar, the 'Employee Self Service' header is visible. The main content area contains several service tiles: 'Delegations', 'OnBoarding', 'Personal Details', 'Talent Profile', 'Benefit Details', 'Performance', 'Total Rewards', and 'My Forms'. A dropdown menu is open on the right side of the screen, listing options: 'New Window', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is highlighted with a red rectangular border. 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.

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