

Employee Self Service- Review and Update Talent Profile Information

GENERAL – RELATIVE EMPLOYED BY UT

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.

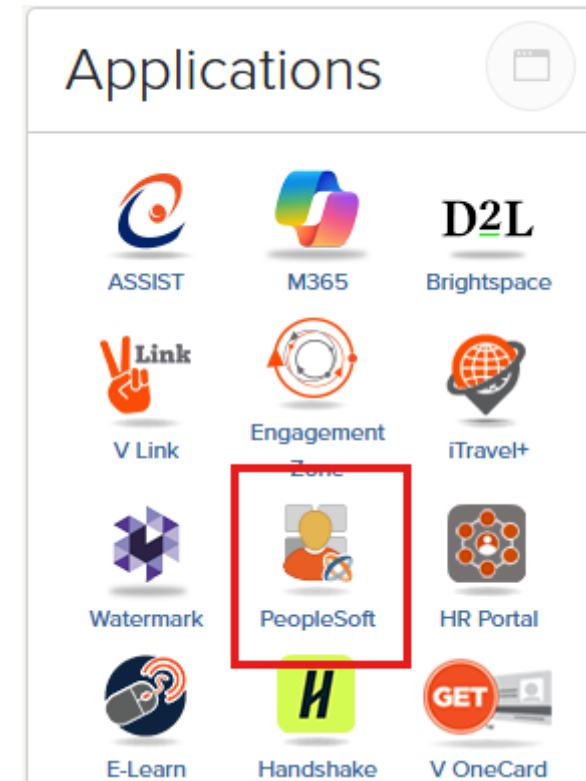
For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

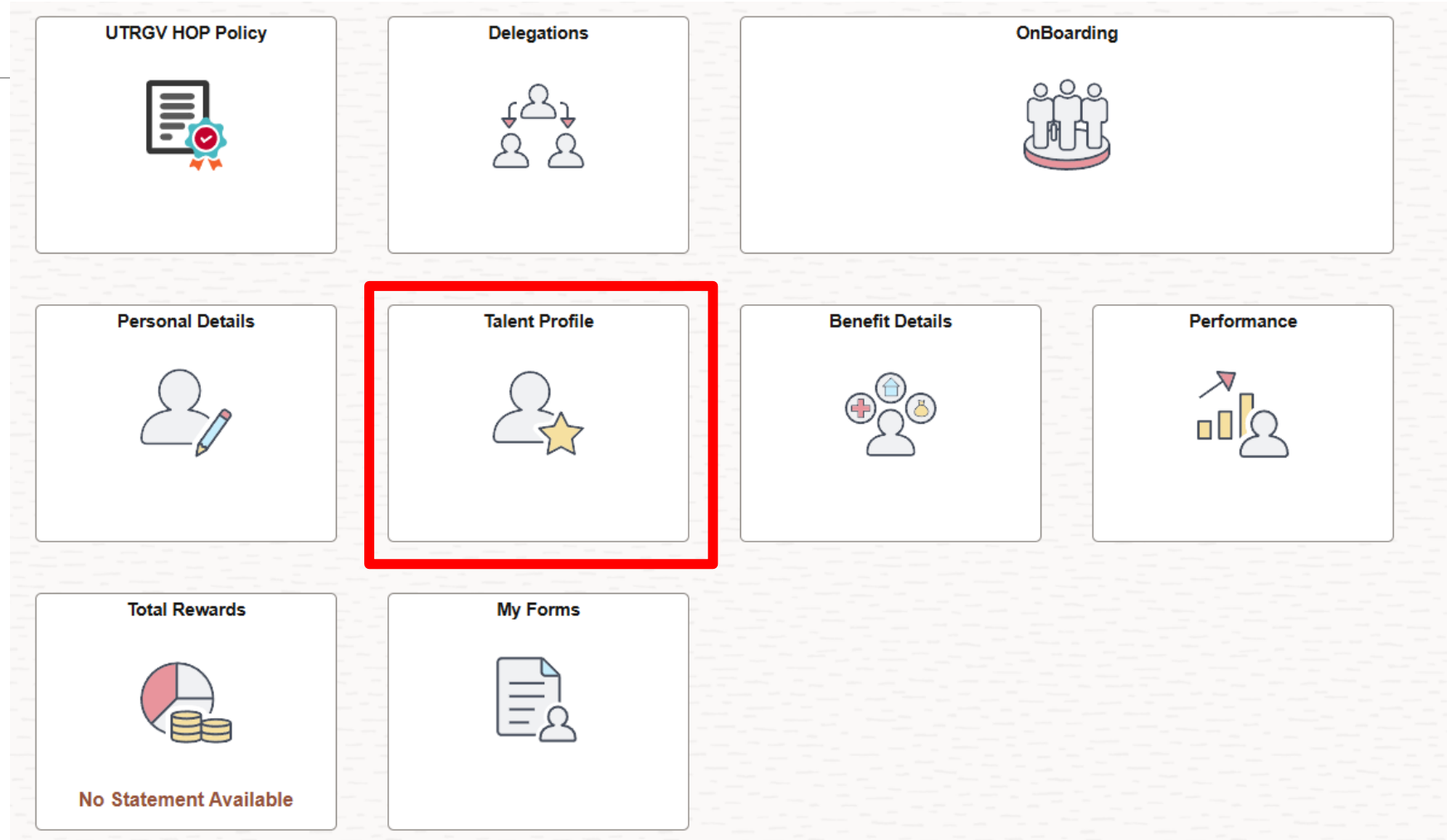
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



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



←

🕒

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⋮

🔒

🔍 Search in Menu

Talent Profile



General

▼

Data Privacy Elections

0

Document Acknowledgements

0

Relative Employed by UT

0

Veteran Identification

1

Current Location

0

Education

▼

Accomplishments

▼

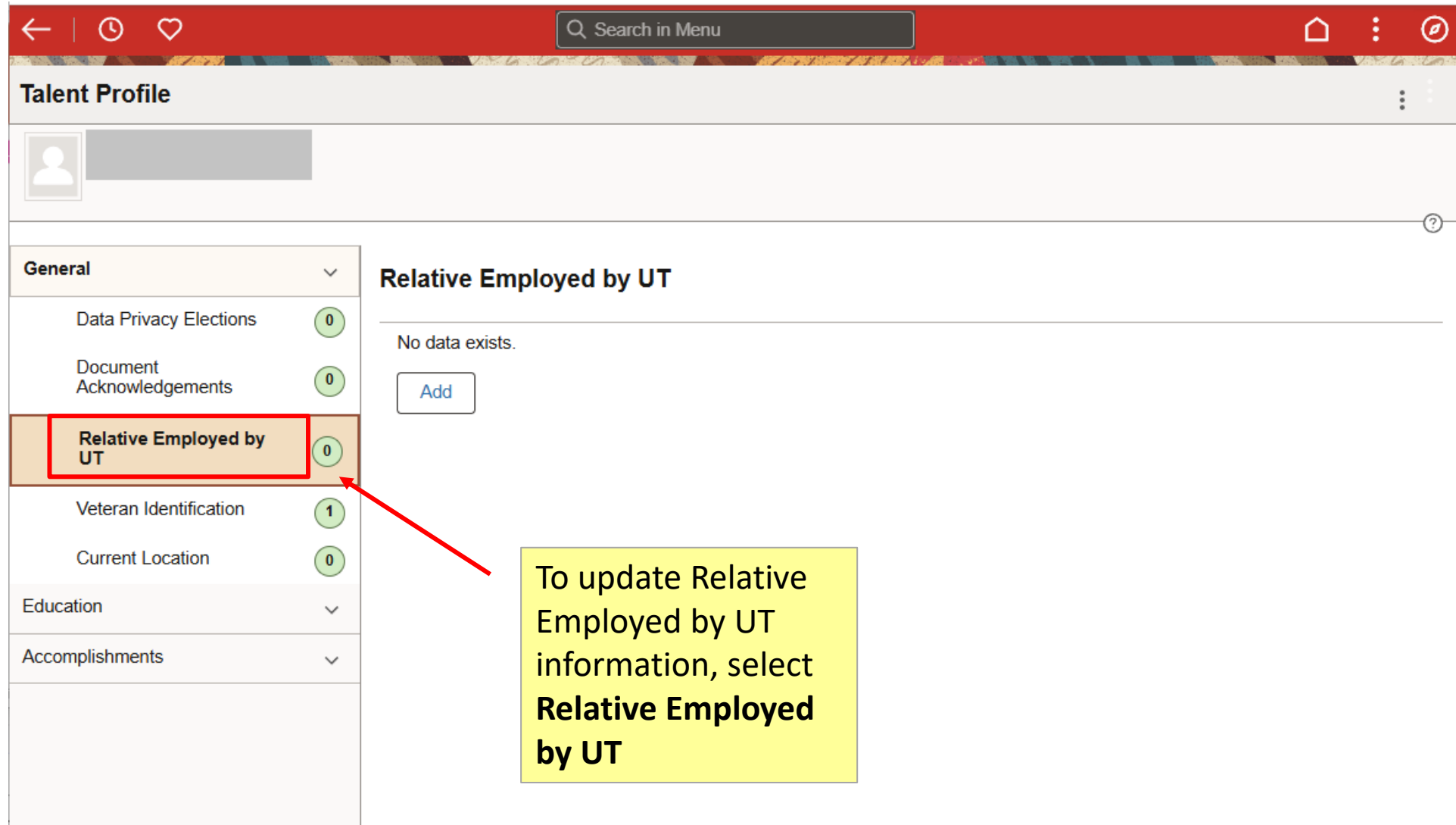
Data Privacy Elections

No data exists.

Add

To view and update general information, select **General**

Navigate to Relative Employed by UT



The screenshot shows a 'Talent Profile' interface. At the top is a red 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 navigation bar is a header section for the 'Talent Profile' with a user profile picture placeholder and a question mark icon. The main content area is divided into a left sidebar and a right pane. The sidebar contains a list of categories: 'General' (expanded), 'Data Privacy Elections' (0), 'Document Acknowledgements' (0), 'Relative Employed by UT' (0, highlighted with a red box), 'Veteran Identification' (1), 'Current Location' (0), 'Education', and 'Accomplishments'. A red arrow points from the 'Relative Employed by UT' item in the sidebar to the right pane. The right pane is titled 'Relative Employed by UT' and displays the message 'No data exists.' with an 'Add' button below it.

Talent Profile

General

- Data Privacy Elections (0)
- Document Acknowledgements (0)
- Relative Employed by UT (0)**
- Veteran Identification (1)
- Current Location (0)
- Education
- Accomplishments

Relative Employed by UT

No data exists.

[Add](#)

To update Relative Employed by UT information, select **Relative Employed by UT**

Add Relative Employed by UT

The screenshot shows a web application interface for a 'Talent Profile'. At the top is a red 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 user profile picture placeholder and a question mark icon. The main content area is divided into a left sidebar and a right main panel. The sidebar contains a list of categories: 'General' (expanded), 'Data Privacy Elections' (0), 'Document Acknowledgements' (0), 'Relative Employed by UT' (0, highlighted in orange), 'Veteran Identification' (1), 'Current Location' (0), 'Education', and 'Accomplishments'. The main panel is titled 'Relative Employed by UT' 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 Relative Employed by UT, select **Add**'.

Talent Profile

General ▾

- Data Privacy Elections 0
- Document Acknowledgements 0
- Relative Employed by UT** 0
- Veteran Identification 1
- Current Location 0

Education ▾

Accomplishments ▾

Relative Employed by UT

No data exists.

[Add](#)

To add Relative Employed by UT, select **Add**

Relative Employed by UT Form

Cancel

Relative Employed by UT

Save

** Indicates required field*

*UT Family		Q
Institution	Rio Grande Valley	Q
Department		Q
Employee ID		Q

A new window opens which allows user to make changes to **Relative Employed by UT**

Adding UT Family

Cancel

Relative Employed by UT

Save

** Indicates required field*

*UT Family		
Institution	Rio Grande Valley	
Department		
Employee ID		

Click on the magnifying glass



To make a selection in **UT Family**

Lookup UT Family

Cancel

Lookup

Search for: UT Family

> Search Criteria

▼ Search Results

5 rows

Content Item ↑↓	Description ↑↓
UT_FAMILY	UT Family
UT_FAMILY2	UT Family 2
UT_FAMILY3	UT Family 3
UT_FAMILY4	UT Family 4
UT_FAMILY5	UT Family 5

The **Lookup** page will open, select a UT-Family option from the list provided

Editing Institution

CancelRelative Employed by UTSave

** Indicates required field*

*UT Family	UT Family	Q
Institution	Rio Grande Valley	Q
Department		Q
Employee ID		Q

Click on the
magnifying glass



To change the
Institution

Lookup Institution

Cancel

Lookup

Search for: Institution

> Search Criteria

▼ Search Results

180 rows

Set ID ↑↓	Description ↑↓
ARL	ARL
AUS	Australia
BEL	Belgium Table Sets
BRA	Brazil
BRW	BRW
CAN	Canada Table Sets
CANAB	Canada - Alberta
CANBC	Canada - British Columbia
CANMB	Canada - Manitoba

The **Lookup** page will open, select an institution option from the list provided

Adding Department

CancelRelative Employed by UTSave

** Indicates required field*

*UT Family	UT Family	Q
Institution	Rio Grande Valley	Q
Department		Q
Employee ID		Q

Click on the
magnifying glass



To make a selection
in **Department**

Lookup Department

Lookup					
Search for: Department					
> Search Criteria					
v Search Results					
259 rows					
Department ↑↓	Description ↑↓	Company ↑↓	Location Set ID ↑↓	Location Code ↑↓	Manager ID ↑↓
000000	Unassigned	RGV			
100000	University Top Level	RGV			
100005	PRESIDENT	RGV			
100010	Office of the President	RGV			
102000	Athletics	RGV			
102001	ATHLETICS	RGV			
103100	University Auditor	RGV			
104000	UNIV MARKETING & COMMUNICATION	RGV			
104010	Strategic Analy & Inst Rprtn	RGV			

The **Lookup** page will open, select a Department option from the list provided or click on **Search Criteria** to search for department ID

Adding Employee ID

CancelRelative Employed by UTSave

** Indicates required field*

*UT Family	UT Family	Q
Institution	Rio Grande Valley	Q
Department	Athletics	Q
Employee ID		Q

Click on the
magnifying glass



To make a selection
for **Employee ID**

Lookup Employee ID

Cancel

Lookup

Search for: Employee ID

> Search Criteria

▼ Search Results

Only the first 300 results can be displayed.

300 rows

Empl ID ↑↓	Display Name ↑↓
000000000	Wilson Zuniga Galindo
0056327	Lilia Barbosa
0228832	Matthew Crosslin
1000019991	Dongchul Kim
1000145234	Crystal Anderson
1000147980	Dara Newton
1000147980	Dara Newton
1000147980	Dara Newton
1000319360	Santos Hernandez

The **Lookup** page will open, select an Empl ID option from the list provided or click on **Search Criteria** to search for department ID

Lookup Employee ID – Search Criteria

[Cancel](#)

Lookup

Search for: Employee ID

▼ Search Criteria

Show Operators

Empl ID
(begins with)

Display Name
(begins with)

Last Name
(begins with)

First Name
(begins with)

Second Last Name
(begins with)

Alternate Character Name
(begins with)

Search

Clear

▼ Search Results

Only the first 300 results can be displayed.

300 rows

Empl ID ↑↓	Display Name ↑↓
000000000	Wilson Zuniga Galindo
0056327	Lilia Barbosa

In the **Search Criteria**, the user can search for the employee by using any of the criteria listed.

Once finished filling out the information, click on **Search**. Then make a selection

Submitting Relative Employed by UT Form

CancelRelative Employed by UTSave

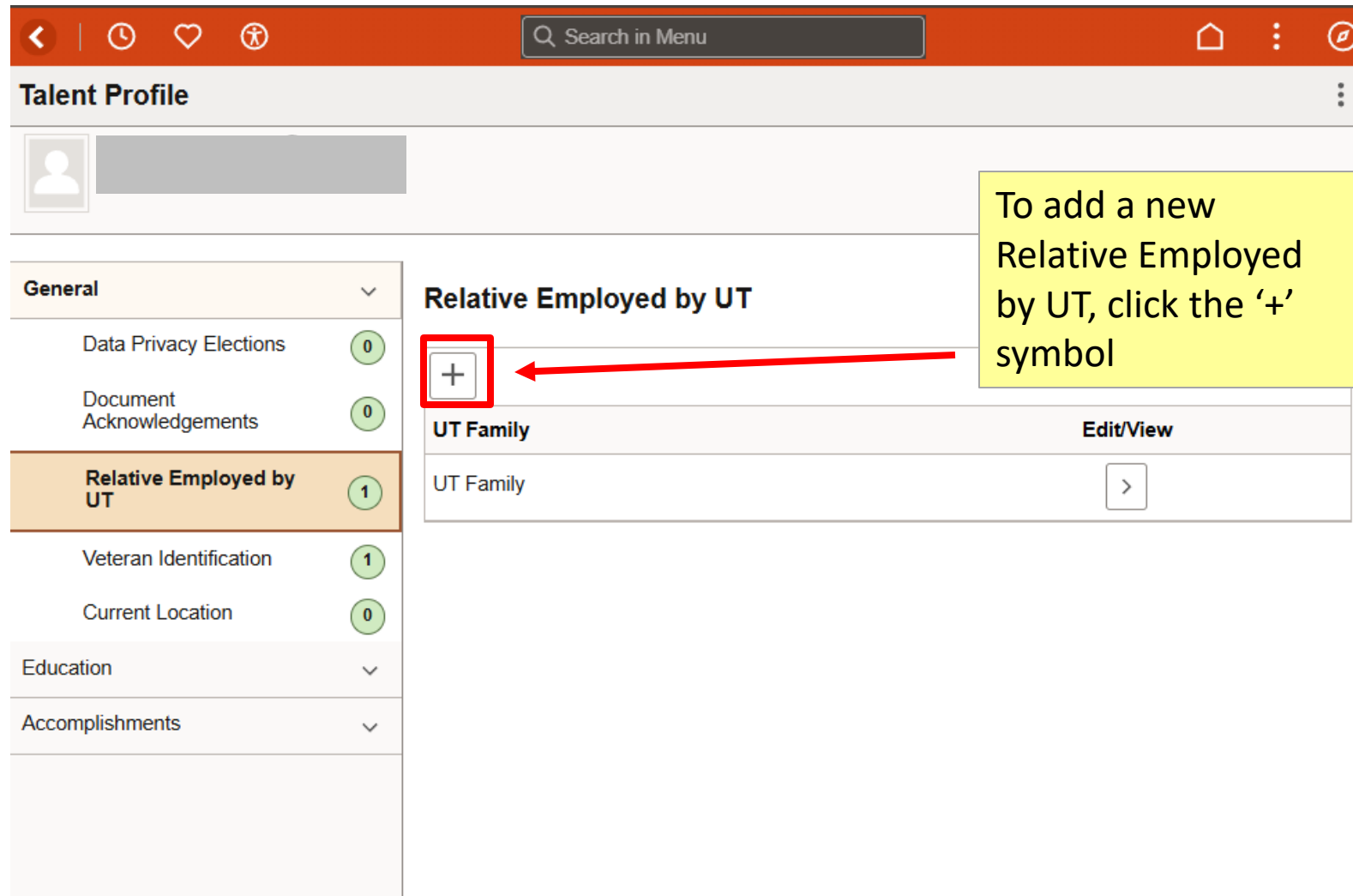
** Indicates required field*

*UT Family	UT Family	Q
Institution	Rio Grande Valley	Q
Department	Athletics	Q
Employee ID		Q

Once information has been updated, click **Save**

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

Adding Another Relative Employed by UT Form



The screenshot shows a mobile application interface for a 'Talent Profile'. The top navigation bar is orange with icons for back, clock, heart, and a person icon, along with a 'Search in Menu' search bar. The profile header includes a placeholder for a profile picture and a grey bar for the name. A left-hand menu lists various profile sections: 'General' (0 items), 'Data Privacy Elections' (0), 'Document Acknowledgements' (0), 'Relative Employed by UT' (1, highlighted in orange), 'Veteran Identification' (1), 'Current Location' (0), 'Education', and 'Accomplishments'. The 'Relative Employed by UT' section is expanded, showing a table with one entry: 'UT Family'. Above this table, a red box highlights a '+' icon, and a yellow callout box with black text states: 'To add a new Relative Employed by UT, click the '+' symbol'. A red arrow points from the callout box to the '+' icon.

Relative Employed by UT	
+	
UT Family	Edit/View
UT Family	>

Open Relative Employed by UT Form

CancelRelative Employed by UTSave

** Indicates required field*

*UT Family		Q
Institution	Rio Grande Valley	Q
Department		Q
Employee ID		Q

The Relative Employed by UT window will open. Follow the same step as slides 8-18, then click **Save**

Navigate to Editing/View Relative Employed by UT

The screenshot shows a web interface for a 'Talent Profile'. The top navigation bar is orange with icons for back, clock, heart, and user, and a search bar labeled 'Search in Menu'. The profile header includes a placeholder for a profile picture and a title 'Talent Profile'. A left sidebar contains a menu with categories like 'General', 'Relative Employed by UT' (highlighted in orange), 'Veteran Identification', 'Current Location', 'Education', and 'Accomplishments'. The main content area is titled 'Relative Employed by UT' and contains a table with one row labeled 'UT Family'. The 'Edit/View' column of this table has a button with a right-pointing arrow ('>') highlighted by a red box. A red arrow points from a yellow callout box to this button.

Talent Profile

General

- Data Privacy Elections (0)
- Document Acknowledgements (0)
- Relative Employed by UT (1)**
- Veteran Identification (1)
- Current Location (0)

Relative Employed by UT

UT Family	Edit/View
UT Family	>

To edit/view Degree, click the '>' symbol

Editing/View Relative Employed by UT

CancelRelative Employed by UTSave

** Indicates required field*

UT Family

UT Family

Institution

Rio Grande Valley

Q

Department

Athletics

Q

Employee ID

Q

Delete

To Edit:

Make any necessary changes, then click **Save**

To Delete:

To delete a Relative Employed by UT, click **Delete**

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



The University of Texas
Rio Grande Valley

Menu

Search in Menu

Employee Self Service

< 1 of 6 >

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
more options icon



Then select **Sign Out**

You may sign out of
PeopleSoft by selecting
more options icon



Then select **Sign Out**

Congratulations!
You have successfully completed this
topic.
