

Employee Self Service- Review and Update Talent Profile Information

ACCOMPLISHMENTS – SPECIAL PROJECTS

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

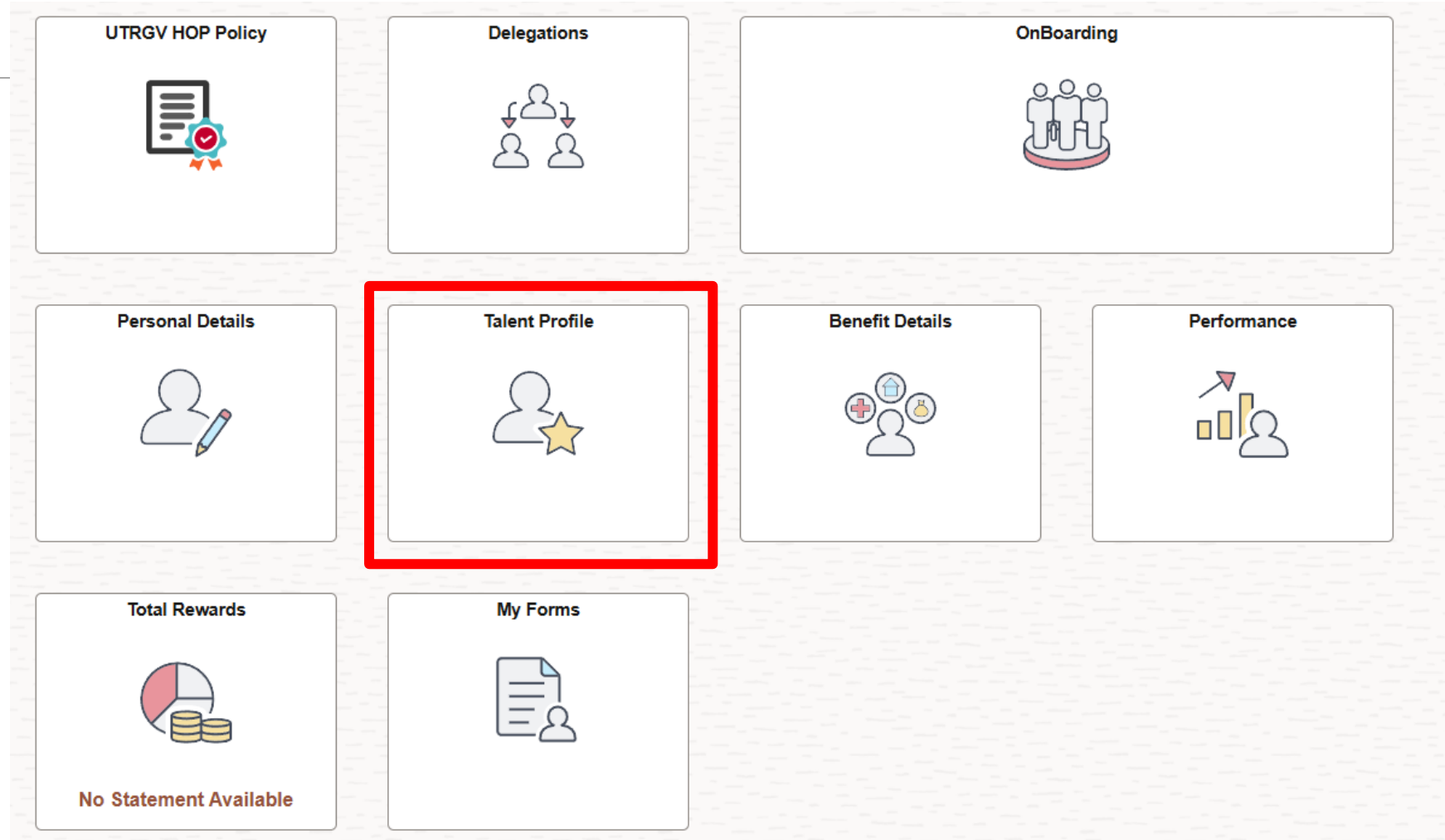


12Twenty

Navigate to Personal Details

1. PeopleSoft opens to the Employee Self Service page

2. Scroll to the bottom of the page and select **Talent Profile** Tile



Navigate to Accomplishments

The screenshot shows a web application interface for a 'Talent Profile'. At the top is an orange header bar with navigation icons (back, clock, heart) on the left, a 'Search in Menu' input field in the center, and home, menu, and profile icons on the right. Below the header, the page title 'Talent Profile' is displayed. A profile card shows a placeholder for a person's image. A left-hand navigation menu lists several categories: General, Education, Accomplishments, Job Knowledge/Experience, Supervisory Experience, Language Skills, Licenses & Certifications, Honors and Awards, Special Projects, Competencies, and Technical/Computer Details. The 'Accomplishments' menu item is highlighted with a red rectangular box. To the right of the menu, the 'Job Knowledge/Experience' section is visible, showing 'No data exists.' and an 'Add' button. A red arrow points from a yellow callout box to the 'Add' button. The callout box contains the text: 'To view and update accomplishments, select Accomplishments'.

← | ⌚ | ❤️

🔍 Search in Menu

🏠 | ⋮ | 👤

Talent Profile

👤 [Profile Picture Placeholder]

- General ▾
- Education ▾
- Accomplishments ▾**
- Job Knowledge/Experience 0
- Supervisory Experience 0
- Language Skills 0
- Licenses & Certifications 0
- Honors and Awards 0
- Special Projects 0
- Competencies 0
- Technical/Computer Details 0

Job Knowledge/Experience

No data exists.

[Add](#)

To view and update accomplishments, select **Accomplishments**

Navigating to Special Projects

The screenshot shows a web application interface for a 'Talent Profile'. At the top is an orange navigation bar with icons for back, clock, heart, and person, a search bar labeled 'Search in Menu', and icons for home, menu, and profile. Below the navigation bar is a grey header section titled 'Talent Profile' with a vertical ellipsis icon. The main content area is divided into two columns. The left column is a sidebar with a list of categories under the heading 'Accomplishments'. The categories are: Job Knowledge/Experience (0), Supervisory Experience (0), Language Skills (0), Licenses & Certifications (0), Honors and Awards (1), **Special Projects (0)**, Competencies (0), and Technical/Computer Details (0). The 'Special Projects' category is highlighted with a red rectangular border. The right column is titled 'Special Projects' and contains the text 'No data exists.' and a blue 'Add' button. A yellow callout box with the text 'To update projects, select **Special Projects**' has a red arrow pointing to the 'Special Projects' category in the sidebar.

Talent Profile

Accomplishments

- Job Knowledge/Experience 0
- Supervisory Experience 0
- Language Skills 0
- Licenses & Certifications 0
- Honors and Awards 1
- Special Projects 0**
- Competencies 0
- Technical/Computer Details 0

Special Projects

No data exists.

[Add](#)

To update projects, select **Special Projects**

Add Special Projects

The screenshot shows a web application interface for a 'Talent Profile'. At the top is an orange navigation bar with icons for back, clock, heart, and person, a search bar labeled 'Search in Menu', and icons for home, menu, and profile. Below the navigation bar is a grey header for 'Talent Profile' with a vertical ellipsis menu. The main content area is divided into two parts. On the left is a sidebar with a list of categories under the heading 'Accomplishments'. The categories and their counts are: Job Knowledge/Experience (0), Supervisory Experience (0), Language Skills (0), Licenses & Certifications (0), Honors and Awards (1), Special Projects (0), Competencies (0), and Technical/Computer Details (0). The 'Special Projects' category is highlighted with an orange background. On the right is the 'Special Projects' section, which currently displays 'No data exists.' and a blue 'Add' button. A red rectangle highlights the 'Add' button, and a red arrow points from a yellow callout box to it. The callout box contains the text: 'To add Special Projects information, select **Add**'.

Talent Profile

Accomplishments

- Job Knowledge/Experience 0
- Supervisory Experience 0
- Language Skills 0
- Licenses & Certifications 0
- Honors and Awards 1
- Special Projects 0**
- Competencies 0
- Technical/Computer Details 0

Special Projects

No data exists.

[Add](#)

To add Special Projects information, select **Add**

Special Projects Form

Cancel

Special Projects

Save

** Indicates required field*

Effective Date

01/22/2026

Add New Version

*Description

A new window opens which allows user to make changes to **Special Projects**

Adding Effective Date

Cancel

Special Projects

Save

** Indicates required field*

Effective Date 01/22/2026

Add New Version

*Description

The **Effective Date** will automatically fill out. To edit, select **Add New Version**

Adding a New Effective Date



The screenshot shows a dialog box titled "Add New Version". At the top left is a "Cancel" button, and at the top right is a "Continue" button. The main area of the dialog contains the label "Effective Date" followed by a text input field. To the right of the input field is a small calendar icon.

The **Add New Version** window will open. To change the date, type in the date of project (MM/DD/YYYY) or click on the calendar icon and select date

Once date has been changed, click on **Continue** to save changes

Adding Description

Cancel Special Projects Save

** Indicates required field*

Effective Date 02/02/2026

*Description

In the **Description** box,
type in description of
the Special Project

Saving Special Projects Form

Cancel

Special Projects

Save

** Indicates required field*

Effective Date 02/02/2026

*Description

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

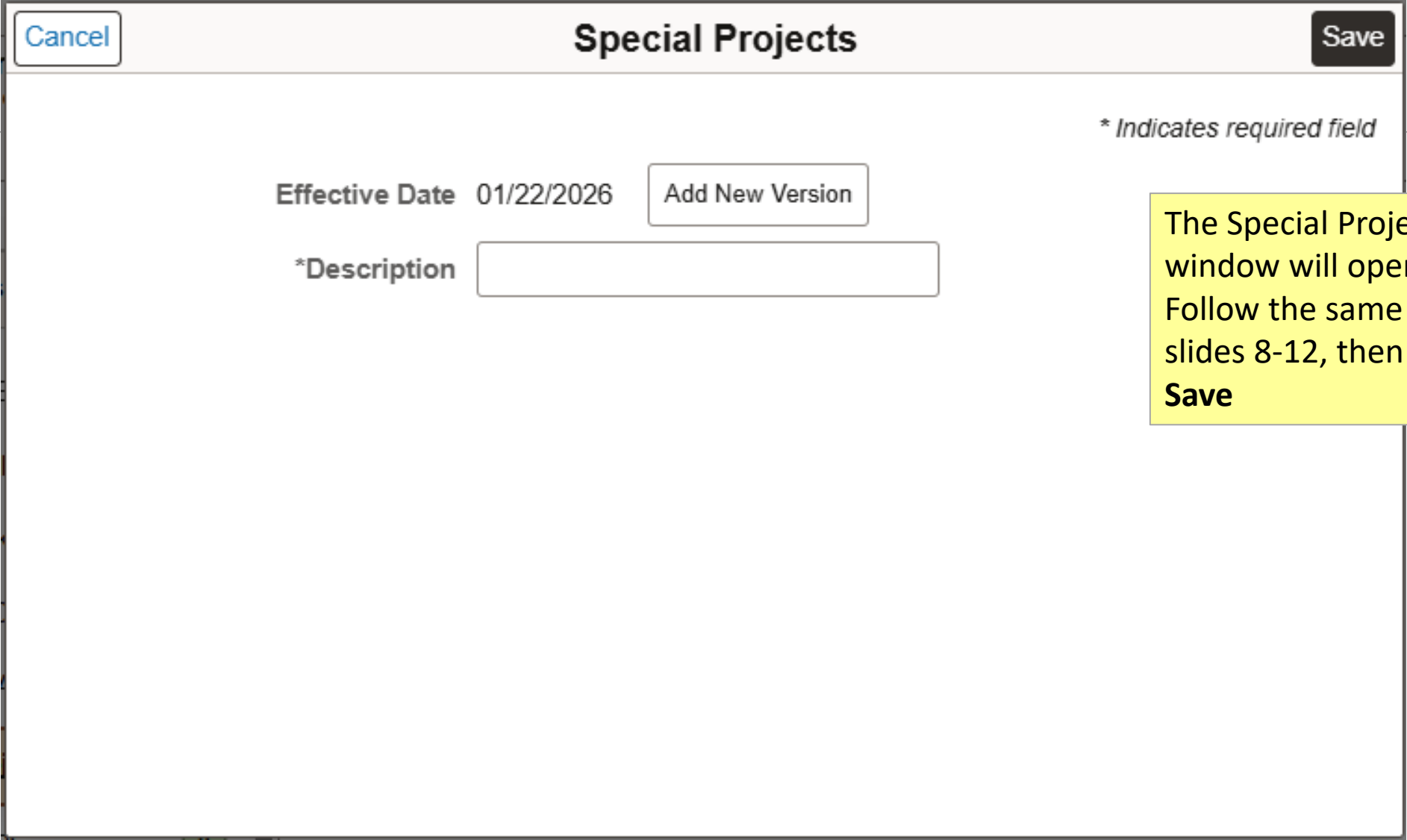
If you do not want to make any changes at this time, click **Cancel**

Adding Another Special Project

The screenshot shows a 'Talent Profile' interface. On the left is a sidebar with categories: Accomplishments (Job Knowledge/Experience: 0, Supervisory Experience: 0, Language Skills: 0, Licenses & Certifications: 0, Honors and Awards: 0), Special Projects (1), Competencies (0), and Technical/Computer Details (0). The 'Special Projects' category is selected. The main area displays a table with one project: 'Building a dashboard for HR department use'. A red box highlights a '+' icon in the top left of the 'Special Projects' section, with a yellow callout box stating: 'To add a new Special Project, click the '+' symbol'. The table has columns for 'Description' and 'Edit/View'.

Special Projects	
Description	Edit/View
Building a dashboard for HR department use	>

Special Projects Form Opens



The screenshot shows a web form titled "Special Projects". At the top left is a "Cancel" button, and at the top right is a "Save" button. Below the title bar, on the right side, is the text "* Indicates required field". On the left side, there is a label "Effective Date" followed by the date "01/22/2026". To the right of the date is a button labeled "Add New Version". Below the date, there is a label "*Description" followed by a text input field. The form is enclosed in a light gray border.

Cancel

Special Projects

Save

* Indicates required field

Effective Date 01/22/2026 Add New Version

*Description

The Special Projects window will open. Follow the same step as slides 8-12, then click **Save**

Editing/View Special Projects

The screenshot shows a user interface for a 'Talent Profile'. The top navigation bar is orange and contains icons for back, clock, heart, and a person, along with a search bar labeled 'Search in Menu'. The main header is 'Talent Profile' with a user profile picture placeholder. The left sidebar lists various categories under 'Accomplishments': Job Knowledge/Experience (0), Supervisory Experience (0), Language Skills (0), Licenses & Certifications (0), Honors and Awards (0), **Special Projects (1)**, Competencies (0), and Technical/Computer Details (0). The 'Special Projects' section is active, showing a table with a '+' icon to add new projects. The table has two columns: 'Description' and 'Edit/View'. A project is listed with the description 'Building a dashboard for HR department use'. The 'Edit/View' column for this project contains a '>' icon, which is highlighted with a red box. A yellow callout box with a red arrow pointing to this icon contains the text: 'To edit/view Special Projects, click the '>' symbol'.

Description	Edit/View
Building a dashboard for HR department use	>

Special Projects

Cancel

Special Projects

Save

** Indicates required field*

Effective Date

02/02/2026

Add New Version

Description

Building a dashboard for HR department use

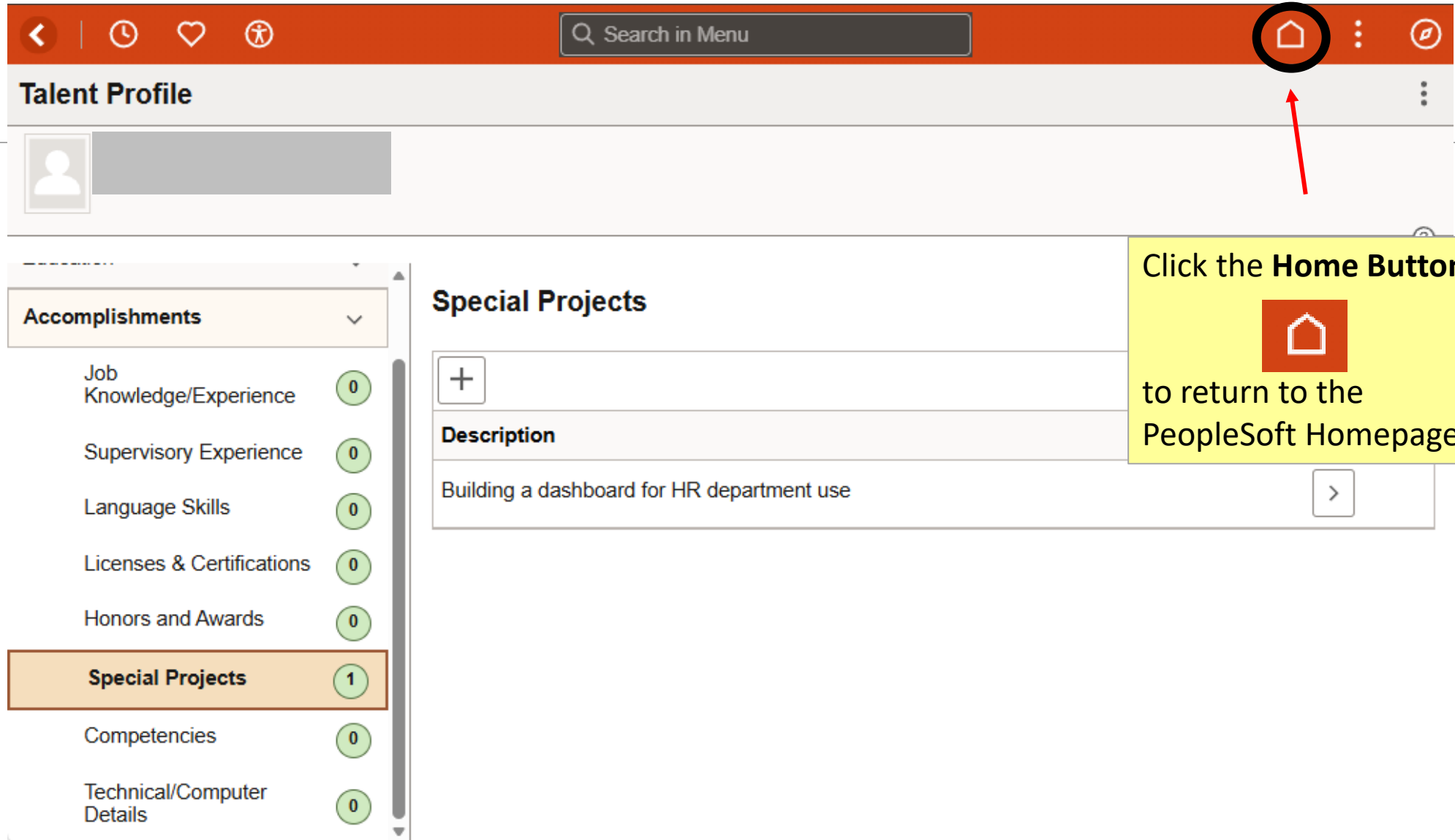
Delete

To Edit:
Make any necessary changes, then click **Save**

To Delete:
To delete a Special Project, click **Delete**

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

Navigate to Home Page



The screenshot shows the PeopleSoft Talent Profile interface. At the top, there is a red navigation bar containing several icons: a back arrow, a clock, a heart, a person icon, a search bar labeled "Search in Menu", a home icon (a house inside a circle), a vertical ellipsis, and a profile icon. A red circle highlights the home icon, and a red arrow points from a yellow callout box below to it. Below the navigation bar is a grey header bar labeled "Talent Profile" with a vertical ellipsis on the right. Underneath is a profile section with a placeholder for a profile picture and a grey rectangular area. On the left side, there is a sidebar menu with the following items: "Accomplishments" (with a dropdown arrow), "Job Knowledge/Experience" (0), "Supervisory Experience" (0), "Language Skills" (0), "Licenses & Certifications" (0), "Honors and Awards" (0), "Special Projects" (1, highlighted with an orange background), "Competencies" (0), and "Technical/Computer Details" (0). The main content area is titled "Special Projects" and contains a card with a "+" icon, a "Description" header, and the text "Building a dashboard for HR department use" with a right-pointing arrow icon. A yellow callout box on the right side of the page contains the text "Click the Home Button" and "to return to the PeopleSoft Homepage", with a red house icon in the center.

Click the **Home Button**

to return to the
PeopleSoft Homepage

Sign Out of PeopleSoft

The screenshot displays 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, a search bar labeled 'Search in Menu', and a magnifying glass icon. 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'. On the right side, a user profile icon is visible, and a dropdown menu is open, showing 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. The callout box contains the text: 'You may sign out of PeopleSoft by selecting more options icon' and 'Then select **Sign Out**'. Below the text is a red square icon with three vertical dots, representing the 'more options' icon.

The University of Texas
Rio Grande Valley

Menu Search in Menu

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 more options icon

Then select **Sign Out**

Congratulations!
You have successfully completed this
topic.
