

# Employee Self Service- Review and Update Talent Profile Information

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ACCOMPLISHMENTS – TECHNICAL & COMPUTER DETAILS



# 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

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

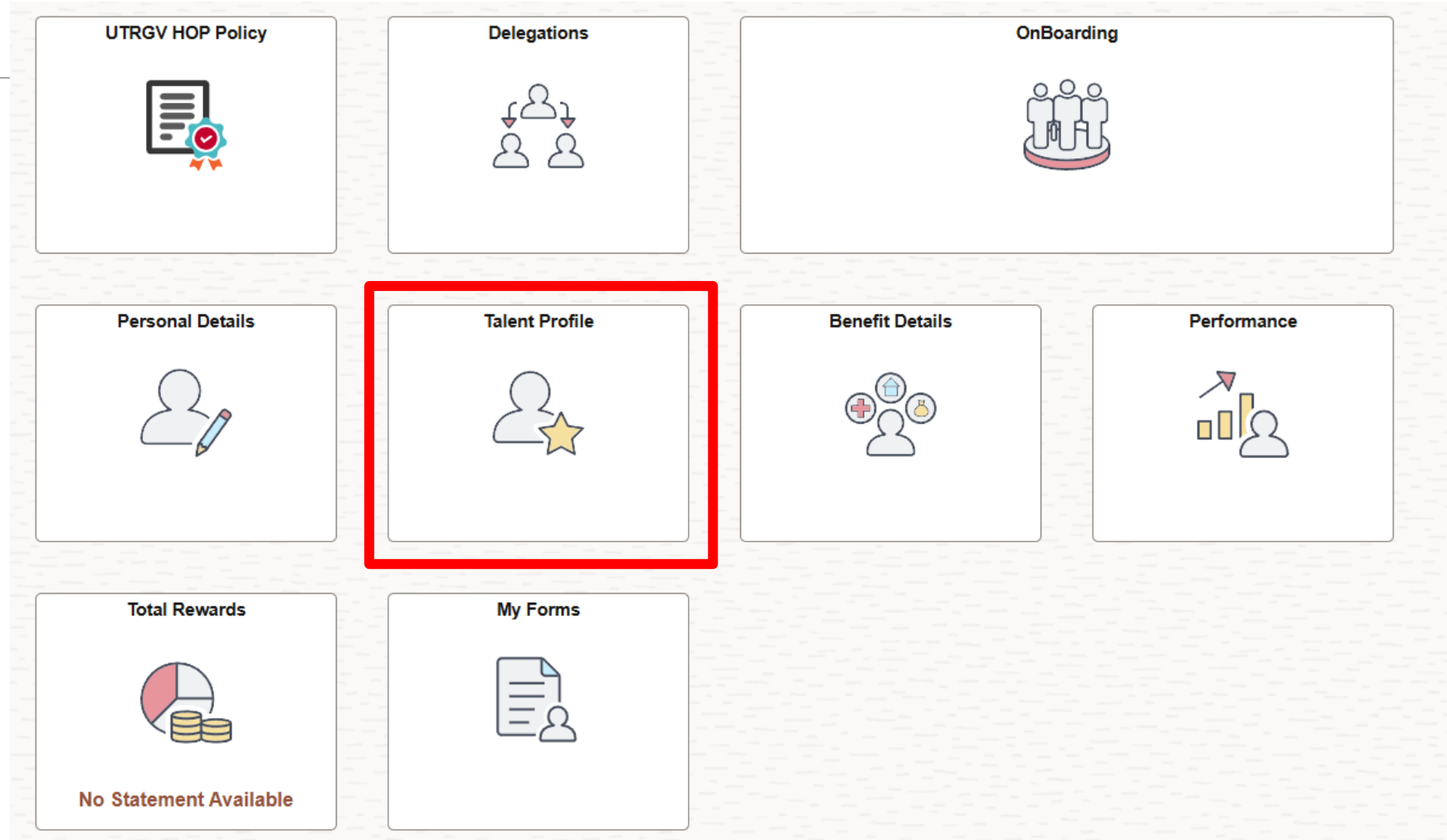


12Twenty

# 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



## Talent Profile



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 Technical/Computer Details

The screenshot displays a web application interface for a 'Talent Profile'. At the top, there is an orange navigation bar with icons for back, clock, heart, and a person, along with a 'Search in Menu' input field. Below this, the 'Talent Profile' header is visible. The main content area is divided into two sections. On the left, a sidebar menu titled 'Accomplishments' lists various categories: Job Knowledge/Experience, Supervisory Experience, Language Skills, Licenses & Certifications, Honors and Awards, Special Projects, Competencies, and Technical/Computer Details. The 'Technical/Computer Details' item is highlighted with a red rectangular box. On the right, the 'Technical/Computer Details' section is shown, indicating 'No data exists.' and featuring an 'Add' button. A yellow callout box with a red arrow pointing to the 'Technical/Computer Details' menu item contains the text: 'To update Technical/Computer skills, select **Technical/Computer Details**'.

**Talent Profile**

**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**

**Technical/Computer Details**

No data exists.

[Add](#)

To update Technical/Computer skills, select **Technical/Computer Details**

# Add Technical/Computer Details

The screenshot displays a web interface for a 'Talent Profile'. At the top, there is a navigation bar with icons for back, clock, heart, and user, along with a 'Search in Menu' input field. Below this, the 'Talent Profile' header is visible. The main content area is divided into two sections. On the left, a sidebar lists various categories under 'Accomplishments': Job Knowledge/Experience, Supervisory Experience, Language Skills, Licenses & Certifications, Honors and Awards, Special Projects, Competencies, and Technical/Computer Details. Each category has a green circle with the number '0' next to it. The 'Technical/Computer Details' category is highlighted in orange. On the right, the 'Technical/Computer Details' section is shown with the text 'No data exists.' and a blue 'Add' button. A red box highlights the 'Add' button, and a red arrow points from a yellow callout box to it. The callout box contains the text: 'To add Technical/Computer Details information, select **Add**'.

**Talent Profile**

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**

**Technical/Computer Details**

No data exists.

[Add](#)

To add Technical/Computer Details information, select **Add**

# Technical/Computer Details Form

CancelTechnical/Computer DetailsSave

*\* Indicates required field*

\*Content Item ID

Details

Experience Level

A new window opens which allows user to make changes to **Technical/Computer Details**

# Adding Content Item ID

[Cancel](#) **Technical/Computer Details** [Save](#)

*\* Indicates required field*

**\*Content Item ID**  

Details

**Experience Level**

Click on the magnifying glass

To make a selection in **Content Item ID** or type out the name in the box



# Lookup Content Item ID

[Cancel](#)

Lookup

Search for: Content Item ID

▼ Search Criteria

Show Operators

Content Type UT\_TECH2

Content Item  
(begins with)

Description  
(begins with)

Search

Clear

▼ Search Results

Only the first 300 results can be displayed

| Content Item ↑↓ | Description ↑↓  |
|-----------------|-----------------|
| TC20001         | 2D/3D Rendering |
| TC20002         | 3Com            |
| TC20003         | 3D Animation    |

The **Lookup** page will open, select Technical/Computer skills. Select an option from the list provided OR click on **Search Criteria** to type in search

# Adding Experience Level

[Cancel](#) **Technical/Computer Details** [Save](#)

*\* Indicates required field*

\*Content Item ID

[Details](#)

**Experience Level**

- 0 or None
- 1 Year
- 2 Years
- 3 Years
- 4 Years
- 5 Years
- 6 Years
- 7 Years
- 8 Years
- 9 Years
- \_10+ Years

Click on the **Experience Level** drop down, and select years of experience

# Saving Technical/Computer Details Form

Cancel

Technical/Computer Details

Save

*\* Indicates required field*

\*Content Item ID

3D Graphics

Q

Details

Experience Level

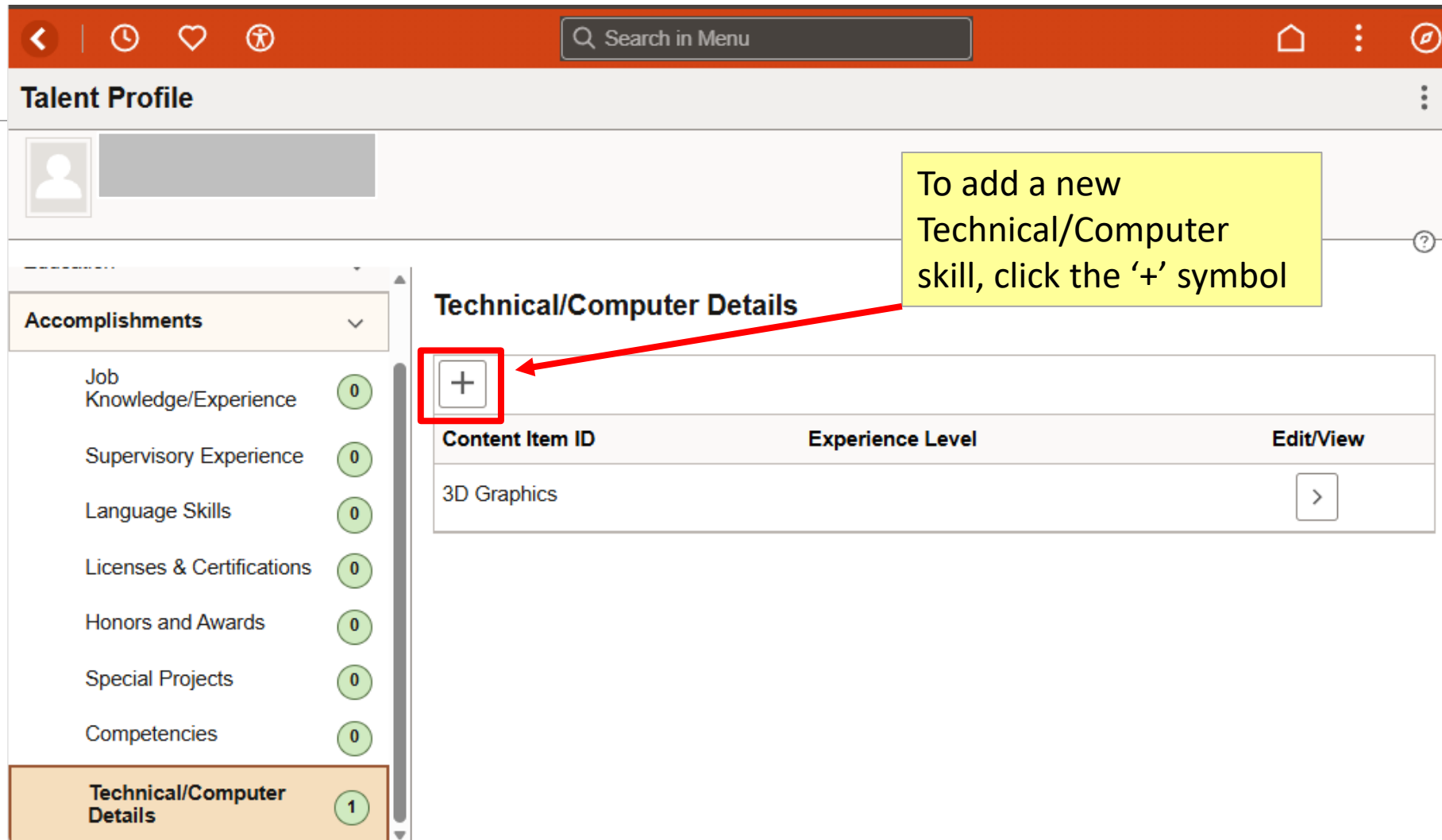
2 Years

▼

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

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

# Adding Another Technical/Computer Detail

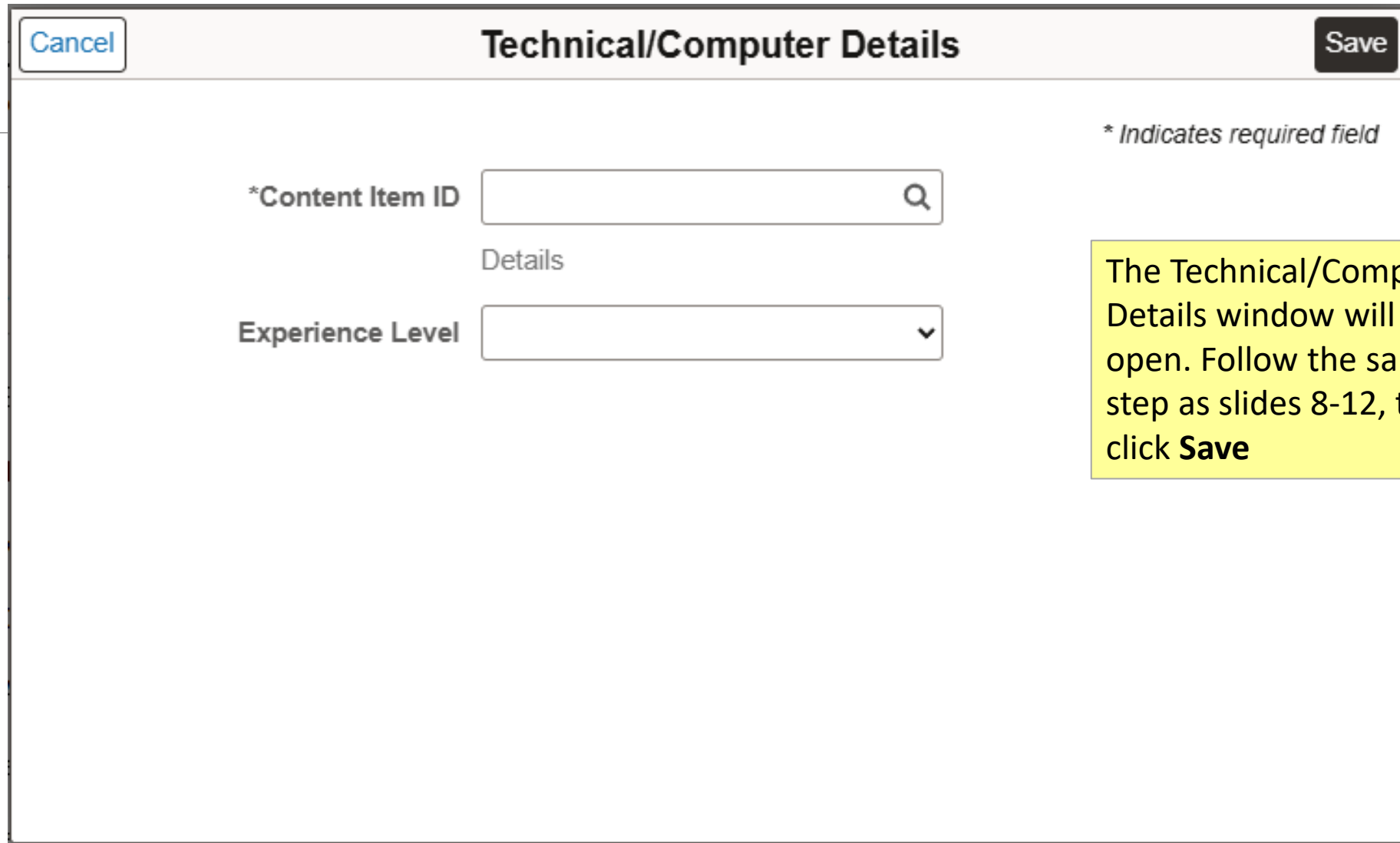


The screenshot displays a 'Talent Profile' interface. On the left, a sidebar lists various categories under 'Accomplishments': Job Knowledge/Experience (0), Supervisory Experience (0), Language Skills (0), Licenses & Certifications (0), Honors and Awards (0), Special Projects (0), Competencies (0), and Technical/Computer Details (1). The 'Technical/Computer Details' section is currently selected. The main content area shows a table with the following structure:

| Content Item ID | Experience Level | Edit/View |
|-----------------|------------------|-----------|
| 3D Graphics     |                  | >         |

A red box highlights a '+' button located above the table. A yellow callout box with a red arrow pointing to this button contains the text: 'To add a new Technical/Computer skill, click the '+' symbol'.

# Technical/Computer Details Form Opens



The screenshot shows a web form titled "Technical/Computer Details". 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 a note: "\* Indicates required field". The form contains two main input fields. The first is labeled "\*Content Item ID" and is a text box with a magnifying glass icon on the right. Below this text box is the word "Details". The second field is labeled "Experience Level" and is a dropdown menu with a downward arrow icon on the right.

Cancel

Technical/Computer Details

Save

\* Indicates required field

\*Content Item ID

Details

Experience Level

The Technical/Computer Details window will open. Follow the same step as slides 8-12, then click **Save**

# Navigate to Editing/View Technical/Computer Details

The screenshot shows a web application interface for a 'Talent Profile'. At the top is a red navigation bar with icons for back, clock, heart, and a person, along with a 'Search in Menu' input field. Below this is a grey header bar with the title 'Talent Profile' and a menu icon. The main content area is divided into a left sidebar and a right main panel. The sidebar, titled 'Accomplishments', lists various categories with green circular icons indicating counts: Job Knowledge/Experience (0), Supervisory Experience (0), Language Skills (0), Licenses & Certifications (0), Honors and Awards (0), Special Projects (0), Competencies (0), and Technical/Computer Details (1). The 'Technical/Computer Details' item is highlighted. The main panel, titled 'Technical/Computer Details', contains a table with a '+' button in the top left. The table has three columns: 'Content Item ID', 'Experience Level', and 'Edit/View'. A single row is visible with '3D Graphics' in the first column. The 'Edit/View' column for this row contains a right-pointing arrow icon, which is highlighted with a red square and a red arrow pointing to it from a yellow callout box.

**Talent Profile**

**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 1**

**Technical/Computer Details**

| Content Item ID | Experience Level | Edit/View |
|-----------------|------------------|-----------|
| 3D Graphics     |                  | >         |

To edit/view Technical/Computer Details, click the '>' symbol

# Editing/View Technical/Computer Details

[Cancel](#)

Technical/Computer Details

[Save](#)

*\* Indicates required field*

Content Item ID 3D Graphics

[Details](#)

Experience Level

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[Delete](#)

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

**To Delete:**  
To delete a Technical/Computer skill, click **Delete**

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

Search in Menu

Talent Profile

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 1

Technical/Computer Details

| Content Item ID | Experience Level |
|-----------------|------------------|
| 3D Graphics     |                  |

Click the **Home Button**  
  
to return to the  
PeopleSoft Homepage

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**



Congratulations!  
You have successfully completed this  
topic.

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