

# Employee Self Service- Review and Update Talent Profile Information

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ACCOMPLISHMENTS – TECHNICAL & COMPUTER DETAILS

A solid orange horizontal bar spanning the width of the slide at the bottom.

# 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:

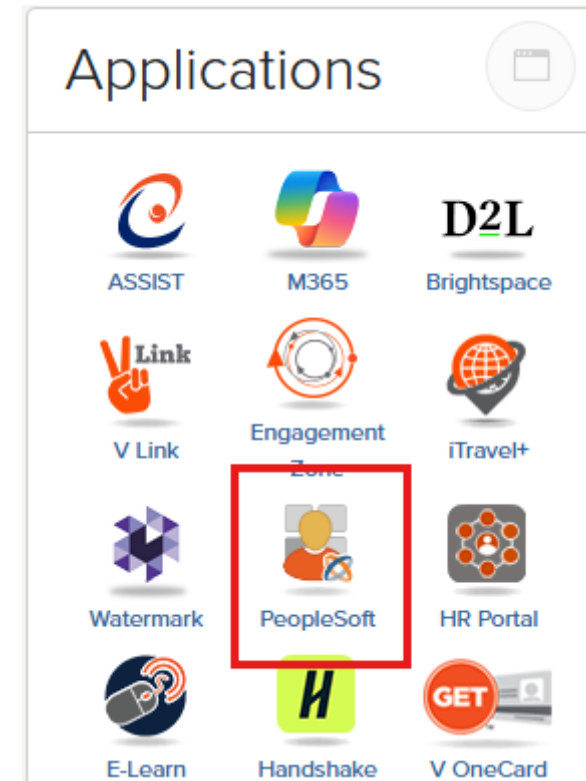
[Microsoft Multifactor Authentication.](#)



# Log In

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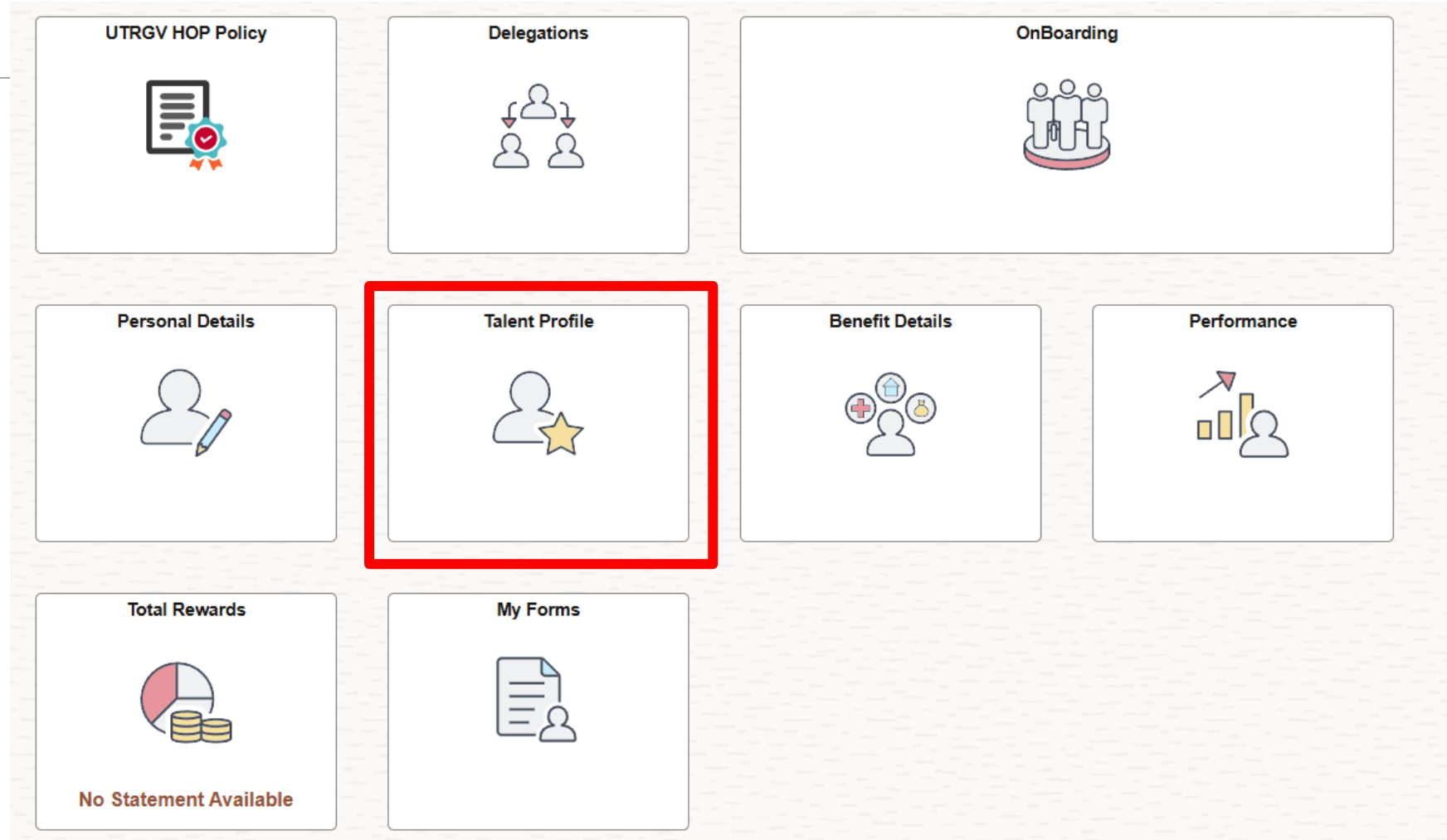
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



# Navigate to Personal Details

1. PeopleSoft opens to the Employee Self Service page

2. Scroll to the bottom of the page and select **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 a 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 shows a web application interface for a 'Talent Profile'. At the top is a navigation bar with icons for back, clock, heart, and user, a search bar labeled 'Search in Menu', and icons for home, menu, and profile. Below the navigation bar is a header section titled 'Talent Profile' with a user profile picture placeholder. The main content area is divided into two parts. On the left is a sidebar menu with a dropdown titled 'Accomplishments' and a list of categories: 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'. The 'Technical/Computer Details' category is highlighted with an orange background. On the right is the 'Technical/Computer Details' 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 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

CancelTechnical/Computer DetailsSave

*\* Indicates required field*

\*Content Item ID

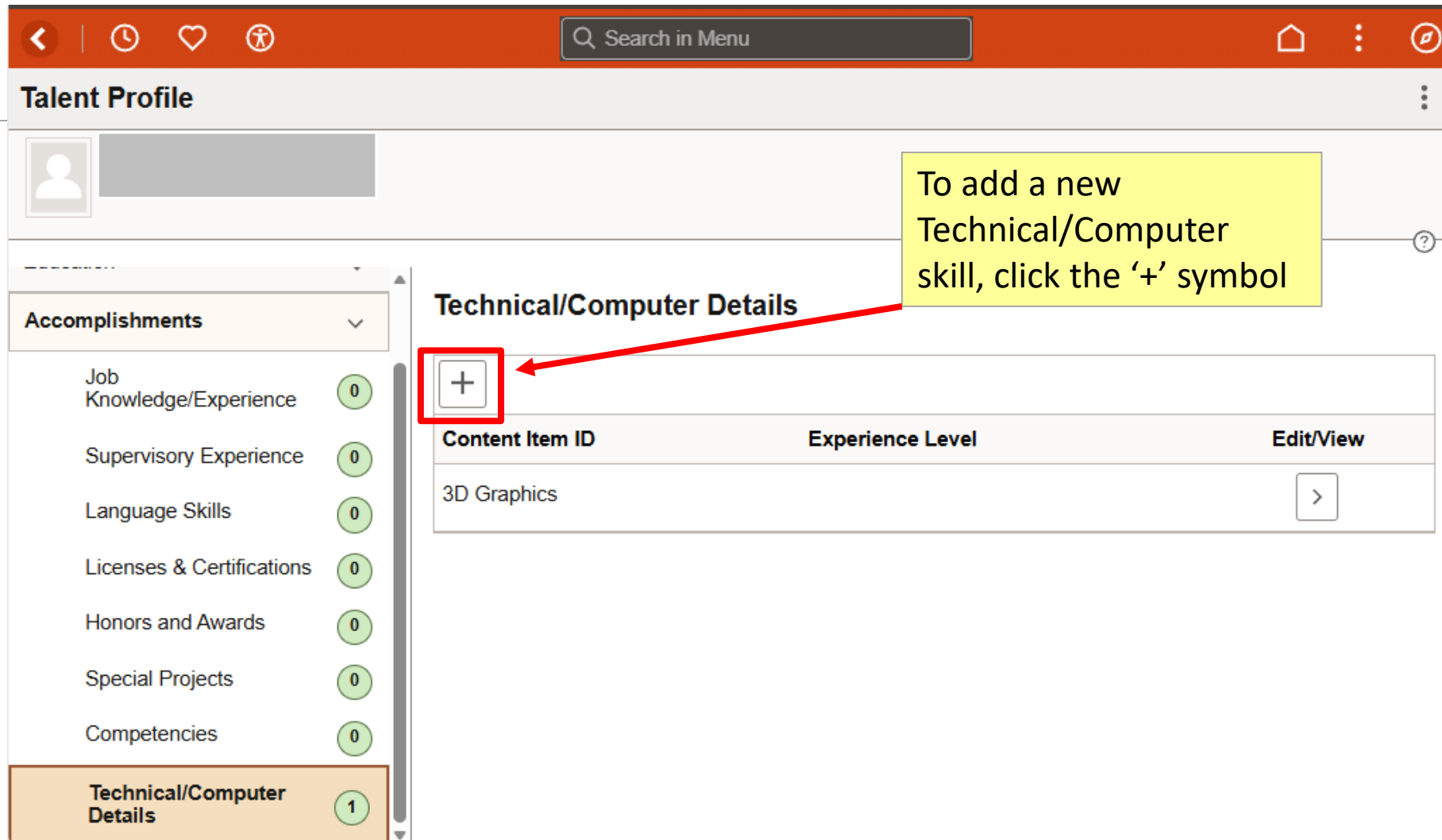
[Details](#)

Experience Level

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

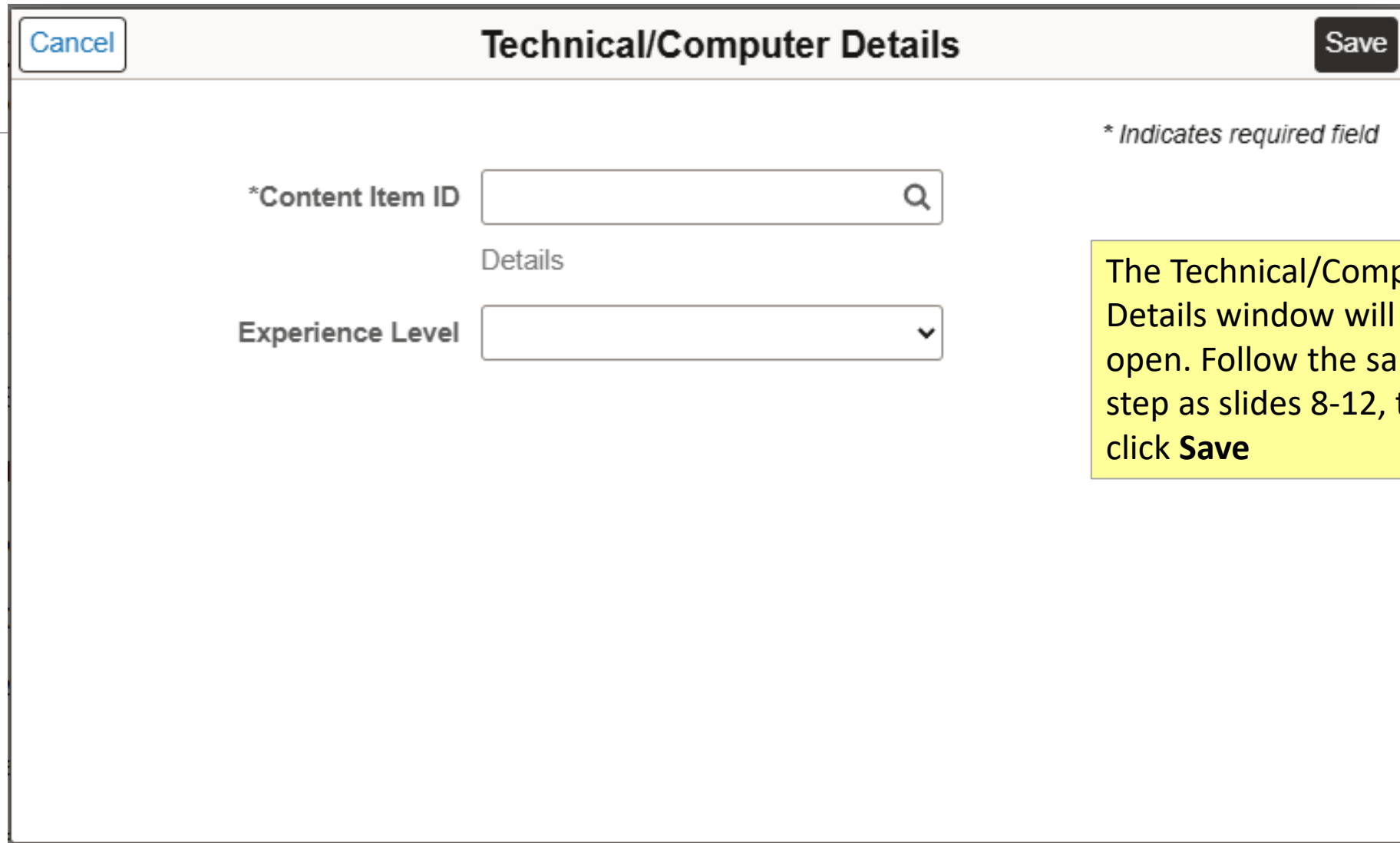


The screenshot shows a 'Talent Profile' interface. On the left is a sidebar with a list of categories under 'Accomplishments': Job Knowledge/Experience (0), Supervisory Experience (0), Language Skills (0), Licenses & Certifications (0), Honors and Awards (0), Special Projects (0), Competencies (0), and Technical/Computer Details (1). The 'Technical/Computer Details' category is selected. The main area is titled 'Technical/Computer Details' and contains a table with the following data:

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

A red box highlights a '+' button in the top left of the 'Technical/Computer Details' section. A yellow callout box with a red arrow pointing to the '+' 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 two parts. On the left 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 (0), Special Projects (0), Competencies (0), and Technical/Computer Details (1). The 'Technical/Computer Details' category is highlighted in orange. On the right is the 'Technical/Computer Details' section. It features a table with a '+' button in the top left corner. The table has three columns: 'Content Item ID', 'Experience Level', and 'Edit/View'. There is one row with the value '3D Graphics' in the 'Content Item ID' column. In the 'Edit/View' column of this row, there is a button with a right-pointing chevron ('>') symbol, which is highlighted with a red square. A yellow callout box with a red arrow points to this button.

**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

My Forms

No Statement Available

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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