

Employee Self Service- Review and Update Talent Profile Information

GENERAL – VETERAN IDENTIFICATION

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

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

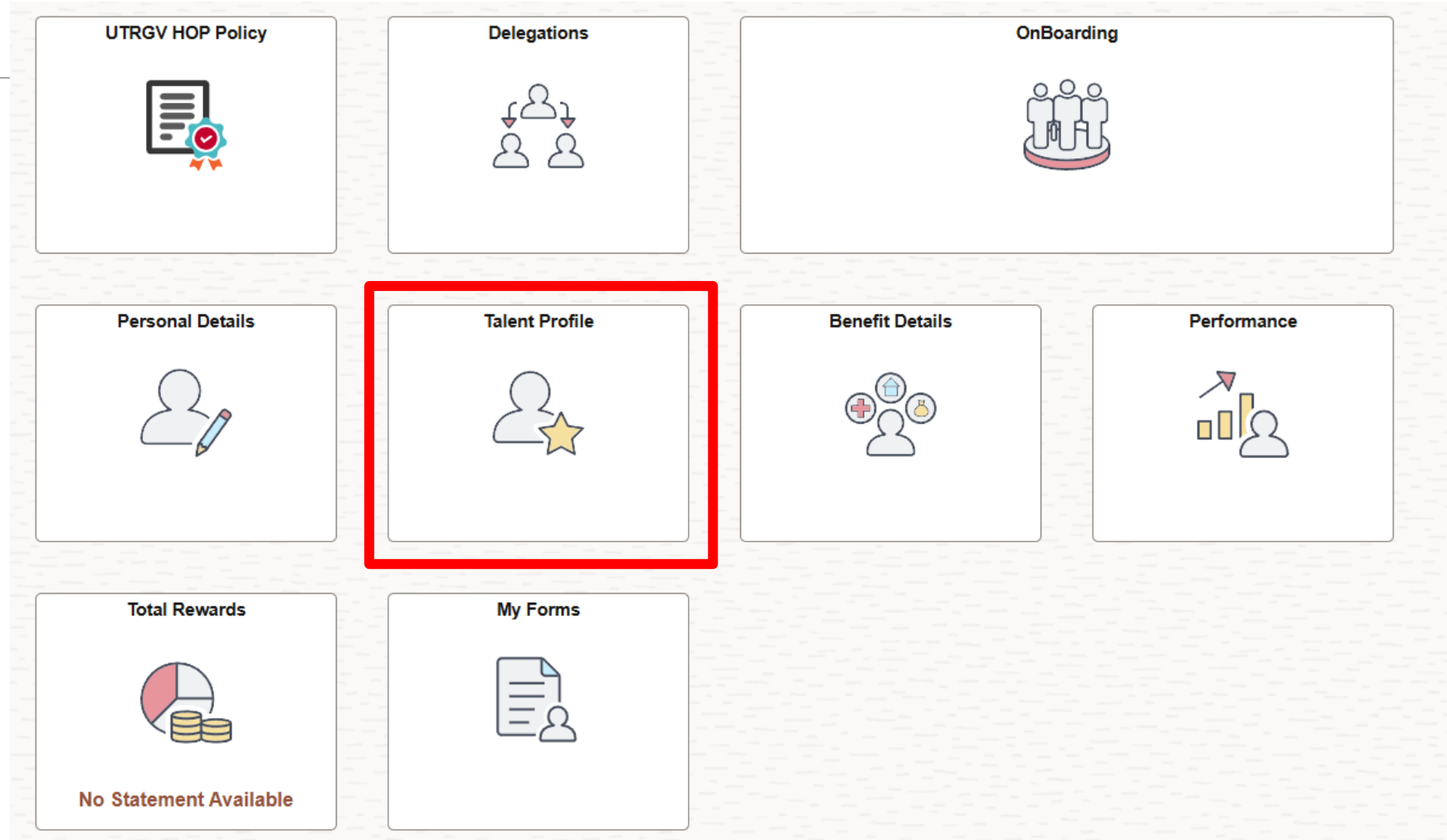


12Twenty

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



←

🕒

❤️

🔍 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 Veteran Identification

The screenshot shows a mobile application interface for a 'Talent Profile'. At the top, there is a red navigation bar with a back arrow, a clock icon, a heart icon, a search bar labeled 'Search in Menu', and a home icon. Below the navigation bar, the title 'Talent Profile' is displayed. The main content area is divided into two sections. On the left is a sidebar with a list of categories: 'General', 'Data Privacy Elections', 'Document Acknowledgements', 'Relative Employed by UT', 'Veteran Identification', 'Current Location', 'Education', and 'Accomplishments'. The 'Veteran Identification' item is highlighted with a red rectangular box. A red arrow points from this box to a yellow callout box on the right. The callout box contains the text: 'To update Veteran Identification information, select **Veteran Identification**'. The right section of the main content area is titled 'Veteran Identification' and displays the message 'No data exists.' with an 'Add' button below it.

Talent Profile

General

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

Veteran Identification

No data exists.

[Add](#)

To update Veteran Identification information, select **Veteran Identification**

Add Veteran Identification

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, a menu, and a profile. Below the navigation bar is a header section for the 'Talent Profile' with a placeholder for a profile picture and a question mark icon. A left sidebar contains a list of menu items: 'General', 'Data Privacy Elections', 'Document Acknowledgements', 'Relative Employed by UT', 'Veteran Identification' (which is highlighted with an orange background), 'Current Location', 'Education', and 'Accomplishments'. Each item has a green circle with a '0' next to it. The main content area is titled 'Veteran Identification' and displays the message 'No data exists.' Below this message is a blue 'Add' button, which is enclosed in a red rectangular box. A red arrow points from this box to a yellow callout box on the right. The callout box contains the text: 'To add Veteran Identification, select **Add**'.

Talent Profile

General ▾

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

Veteran Identification

No data exists.

[Add](#)

To add Veteran Identification, select **Add**

Veteran Identification Form

CancelVeteran IdentificationSave

** Indicates required field*

***Veteran Identification**

Details

Veteran Status

Disabled Veteran ☐

Special Disabled Veteran ☐

Surviving Spouse of Veteran ☐

Orphan of Veteran ☐

Military Discharge Date

A new window opens which allows user to make changes to Veteran Identification

Adding Veteran Identification

CancelVeteran IdentificationSave

** Indicates required field*

***Veteran Identification**



Details

Veteran Status

Disabled Veteran

☐

Special Disabled Veteran

☐

Surviving Spouse of Veteran

☐

Orphan of Veteran

☐

Military Discharge Date



Click on the magnifying glass



To make a selection in **Veteran Identification**

Lookup Veteran Identification

Cancel

Lookup

Search for: Veteran Identification

> Search Criteria

▼ Search Results

1 row

Content Item ↑↓	Description ↑↓
UTVETSTAT	Federal & Texas Identification

The **Lookup** page will open, select “UTVETSTAT – Federal & Texas Identification” box

Adding Veteran Status

Cancel **Veteran Identification** Save

* Indicates required field

*Veteran Identification Federal & Texas Identification 🔍

Details

Veteran Status ▼

Disabled Veteran

Special Disabled Veteran

Surviving Spouse of Veteran

Orphan of Veteran

Military Discharge Date

Active Reserve

Actv Wartime/Cmpgn Badge Vet

Armed Forces Service Medal Vet

Inactive Reserve

No Military Service

Retired Military

Srvc Mdl & Actv War/Cmpgn Vet

Veteran

Veteran VA Ineligible

Veteran of Vietnam Era

Vietnam & Other Protected Vet

To update **Veteran Status**, click on the dropdown and make a selection

Adding Veteran Status - Specific Status

CancelVeteran IdentificationSave

** Indicates required field*

*Veteran Identification

Details

Veteran Status

Disabled Veteran ☐

Special Disabled Veteran ☐

Surviving Spouse of Veteran ☐

Orphan of Veteran ☐

Make selections
(user can select
more than one)

Military Discharge Date

Adding Military Discharge Date

CancelVeteran IdentificationSave

** Indicates required field*

***Veteran Identification**

Details

Veteran Status

Disabled Veteran ☐

Special Disabled Veteran ☐

Surviving Spouse of Veteran ☐

Orphan of Veteran ☐

Military Discharge Date

To add Military Discharge Date, click on the calendar icon



Calendar Pop-up

Calendar

October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

< Current Date >

Cancel Save

* Indicates required field

*Veteran Identifier

Veteran

Disability

Special Disability

Surviving Spouse of

Orphan of

Military Discharge

A calendar will open.
Select date of
Military Discharge

Submitting Veteran Identification Form

Cancel

Veteran Identification

Save

** Indicates required field*

***Veteran Identification**

Details

Veteran Status

Disabled Veteran ☐

Special Disabled Veteran ☐

Surviving Spouse of Veteran ☐

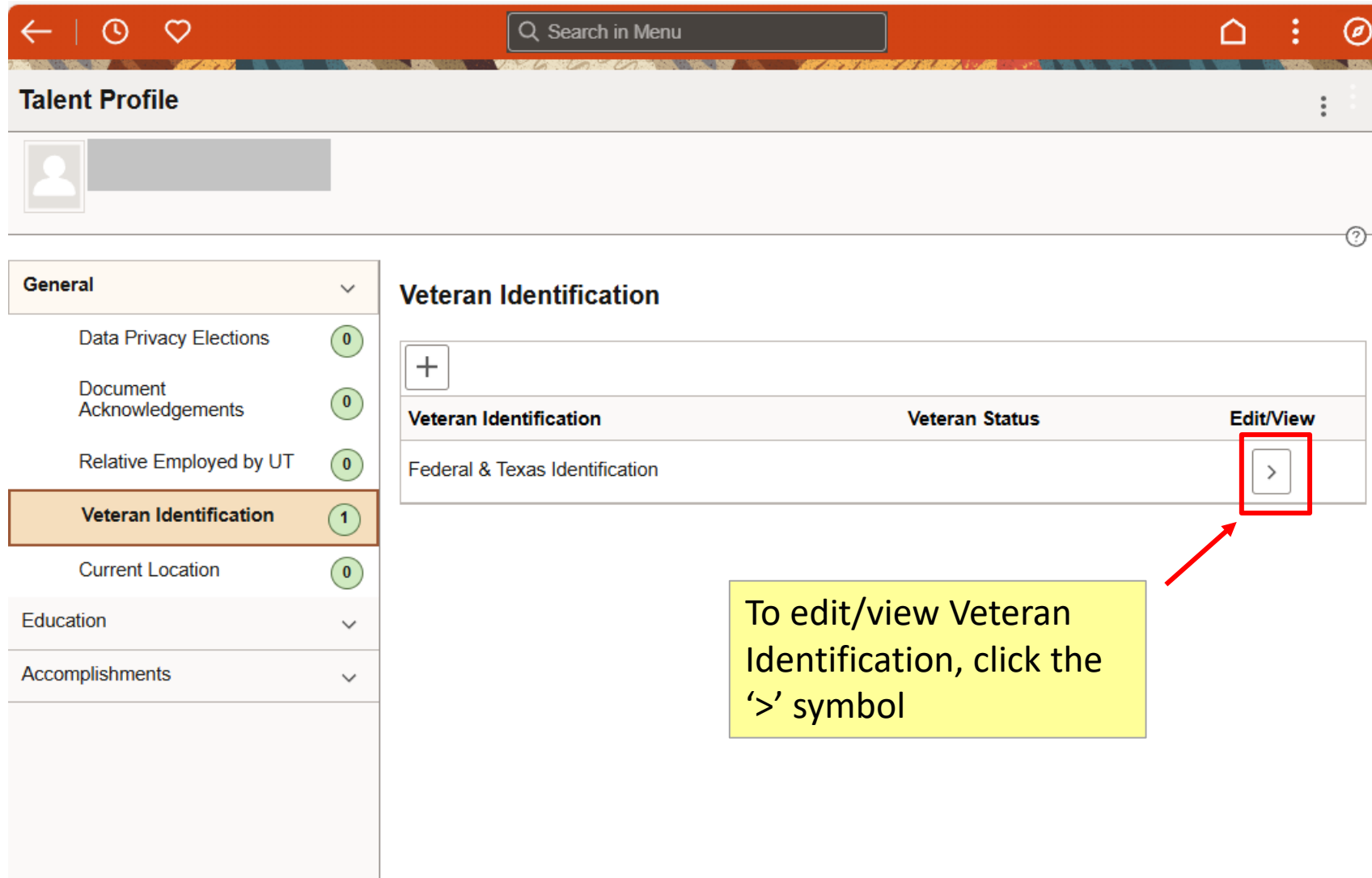
Orphan of Veteran ☐

Military Discharge Date

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

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

Navigate to Editing/View Veteran Identification



The screenshot shows a web application interface for a 'Talent Profile'. The top navigation bar is orange and contains a search bar labeled 'Search in Menu'. The main content area is divided into a left sidebar and a right main panel. The sidebar has a 'General' section with a dropdown arrow, and a 'Veteran Identification' section which is highlighted in orange and has a count of '1'. The main panel is titled 'Veteran Identification' and contains a table with two columns: 'Veteran Identification' and 'Veteran Status'. The table has one row with the text 'Federal & Texas Identification'. To the right of this row is an 'Edit/View' column containing a square button with a right-pointing chevron ('>'). This button is highlighted with a red box, and a red arrow points to it from a yellow callout box. The callout box contains the text: 'To edit/view Veteran Identification, click the '>' symbol'.

Talent Profile

General

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

Veteran Identification

Veteran Identification	Veteran Status	Edit/View
Federal & Texas Identification		>

To edit/view Veteran Identification, click the '>' symbol

Editing/View Veteran Identification

Cancel

Veteran Identification

Save

** Indicates required field*

Veteran Identification

Federal & Texas Identification

Details

Veteran Status

No Military Service

Disabled Veteran

☐

Special Disabled Veteran

☐

Surviving Spouse of Veteran

☐

Orphan of Veteran

☐

Military Discharge Date

MM/DD/YYYY



Delete

To Edit:

Make any changes, then click Save

To Delete:

To delete this Identification, click Delete

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

To Delete:
To delete Veteran Identification, click **Delete**

Talent Profile



- General 
- Data Privacy Elections 
- Document Acknowledgements 
- Relative Employed by UT 
- Veteran Identification** 
- Current Location 
- Education 
- Accomplishments 

Veteran Identification



Veteran Identification	Veteran Status
Federal & Texas Identification	

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.
