

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.

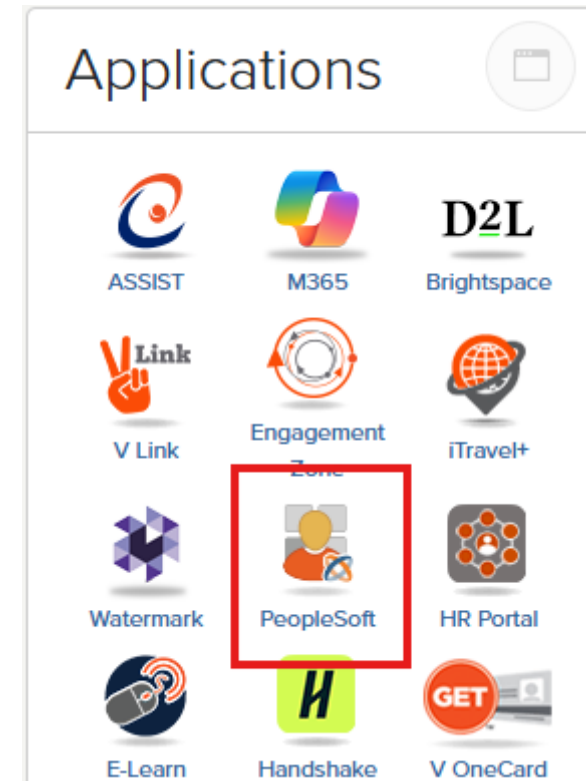
For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

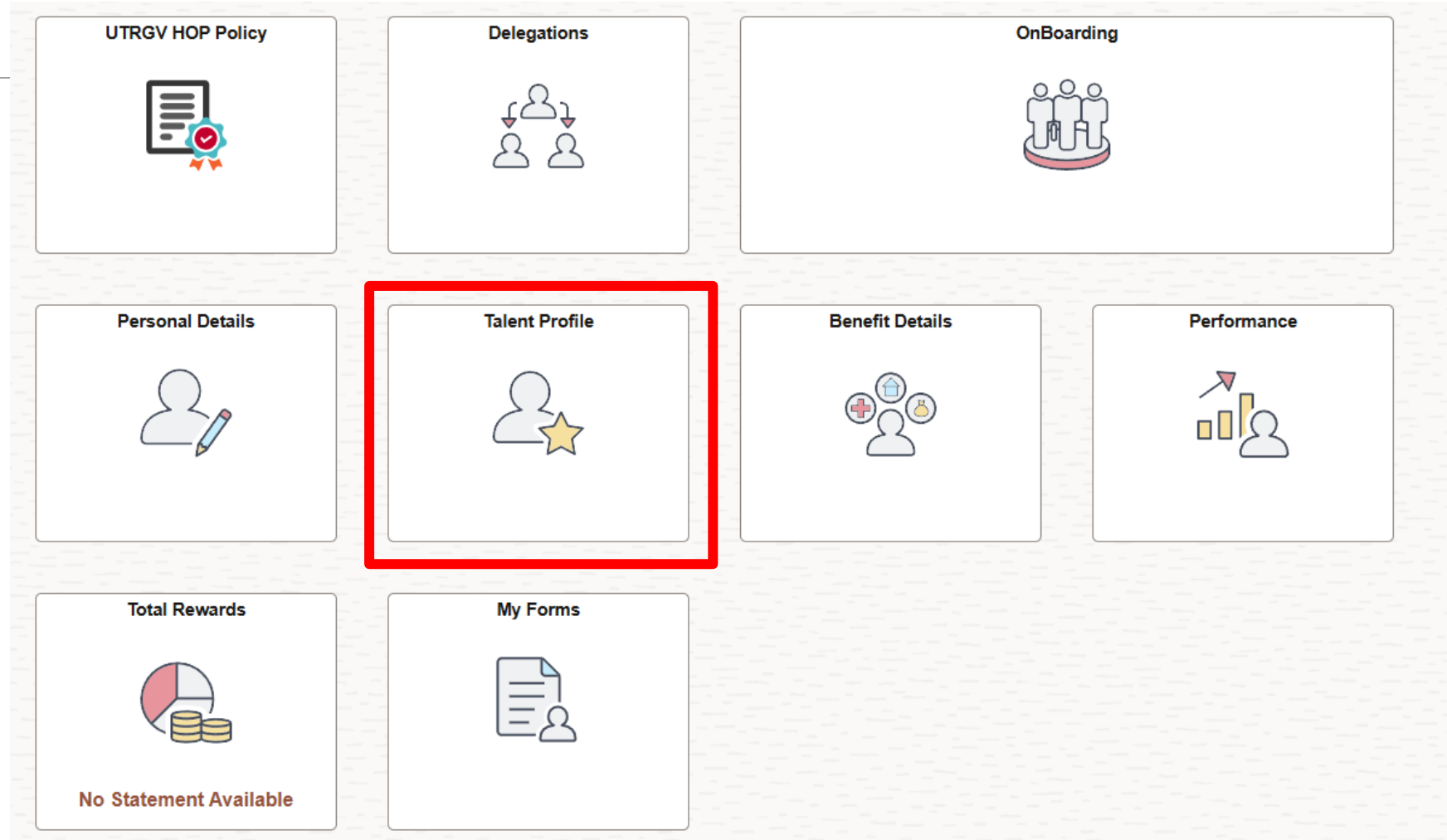
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



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 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 is a header section titled 'Talent Profile' with a three-dot menu icon on the right. Under the header is a profile card with a placeholder for a profile picture and a name. Below the profile card is a sidebar menu with several options, each with a green circle containing the number '0'. The 'Veteran Identification' option is highlighted with a red rectangular box. A red arrow points from this box to a yellow callout box. The callout box contains the text: 'To update Veteran Identification information, select **Veteran Identification**'. The main content area on the right is titled 'Veteran Identification' 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 0**
- Current Location 0
- 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 user profile picture placeholder and a question mark icon. A left sidebar contains a list of menu items: 'General' (expanded), 'Data Privacy Elections', 'Document Acknowledgements', 'Relative Employed by UT', 'Veteran Identification' (highlighted), '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 

[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 ☐

Military Discharge Date

Make selections
(user can select more than one)

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

Cancel

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 >

Save

* Indicates required field

*Veteran Identifier

Veteran

Disabled

Special Disabled

Surviving Spouse

Orphan

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 ☐

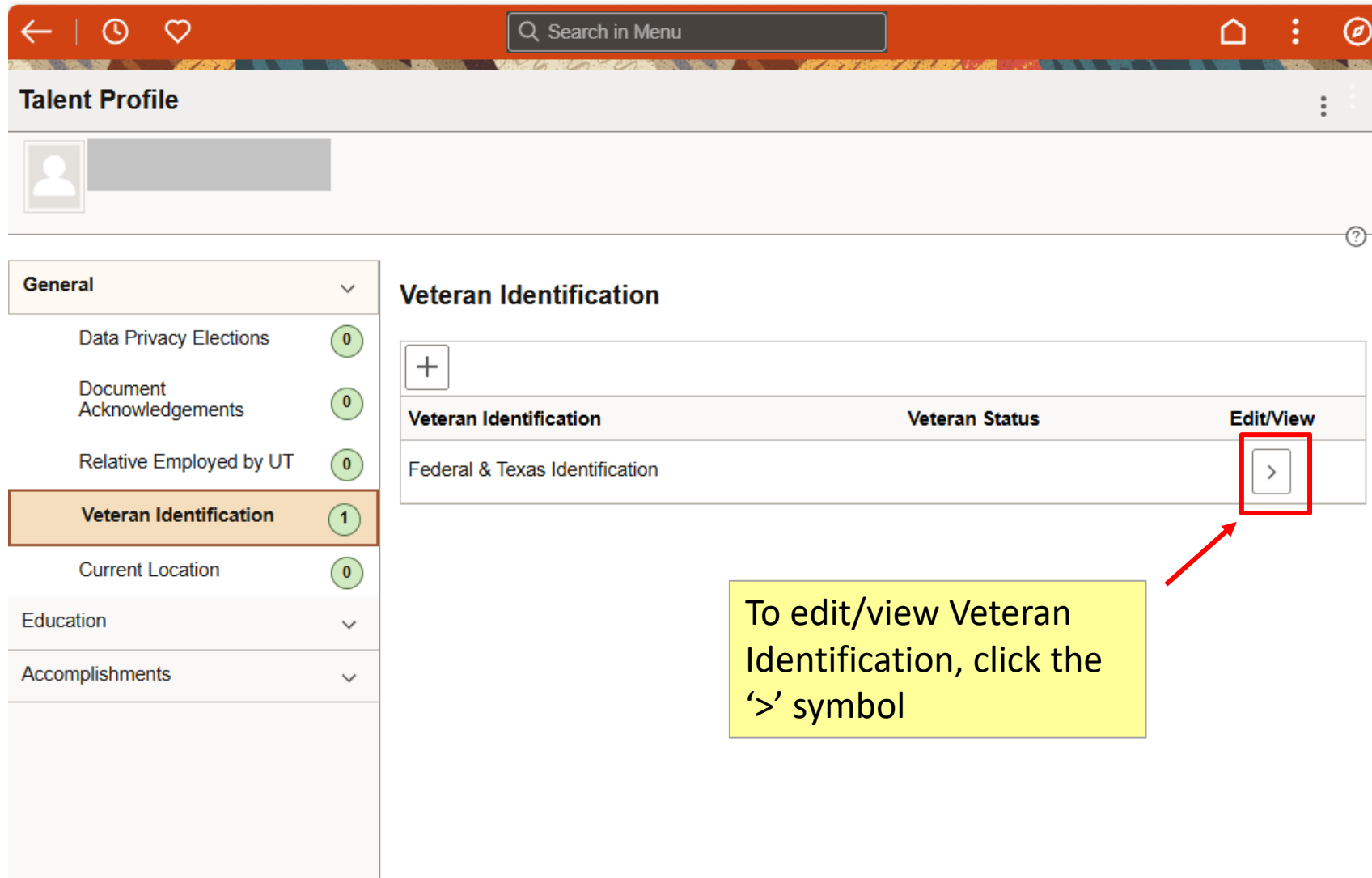
Orphan of Veteran ☐

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' and several icons. Below the navigation bar, the 'Talent Profile' header is visible. On the left, a sidebar menu lists various profile sections: 'General' (0 items), 'Data Privacy Elections' (0), 'Document Acknowledgements' (0), 'Relative Employed by UT' (0), 'Veteran Identification' (1, highlighted), 'Current Location' (0), 'Education', and 'Accomplishments'. The main content area is titled 'Veteran Identification' and features a table with the following structure:

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

A red box highlights the '>' symbol in the 'Edit/View' column of the table. A red arrow points from a yellow callout box to this symbol. The callout box contains the text: '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 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.
