

# Employee Self Service- Review and Update Personal Information

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VETERAN STATUS



# 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:

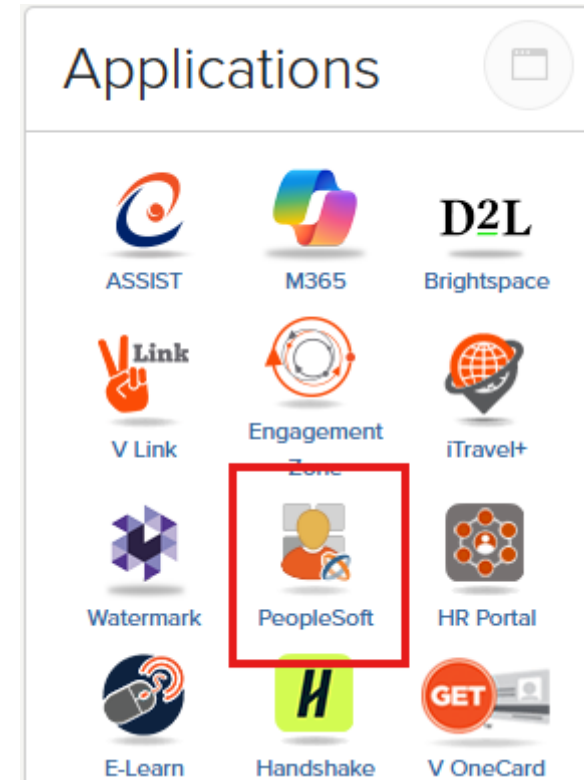
[Microsoft Multifactor Authentication.](#)



# Log In

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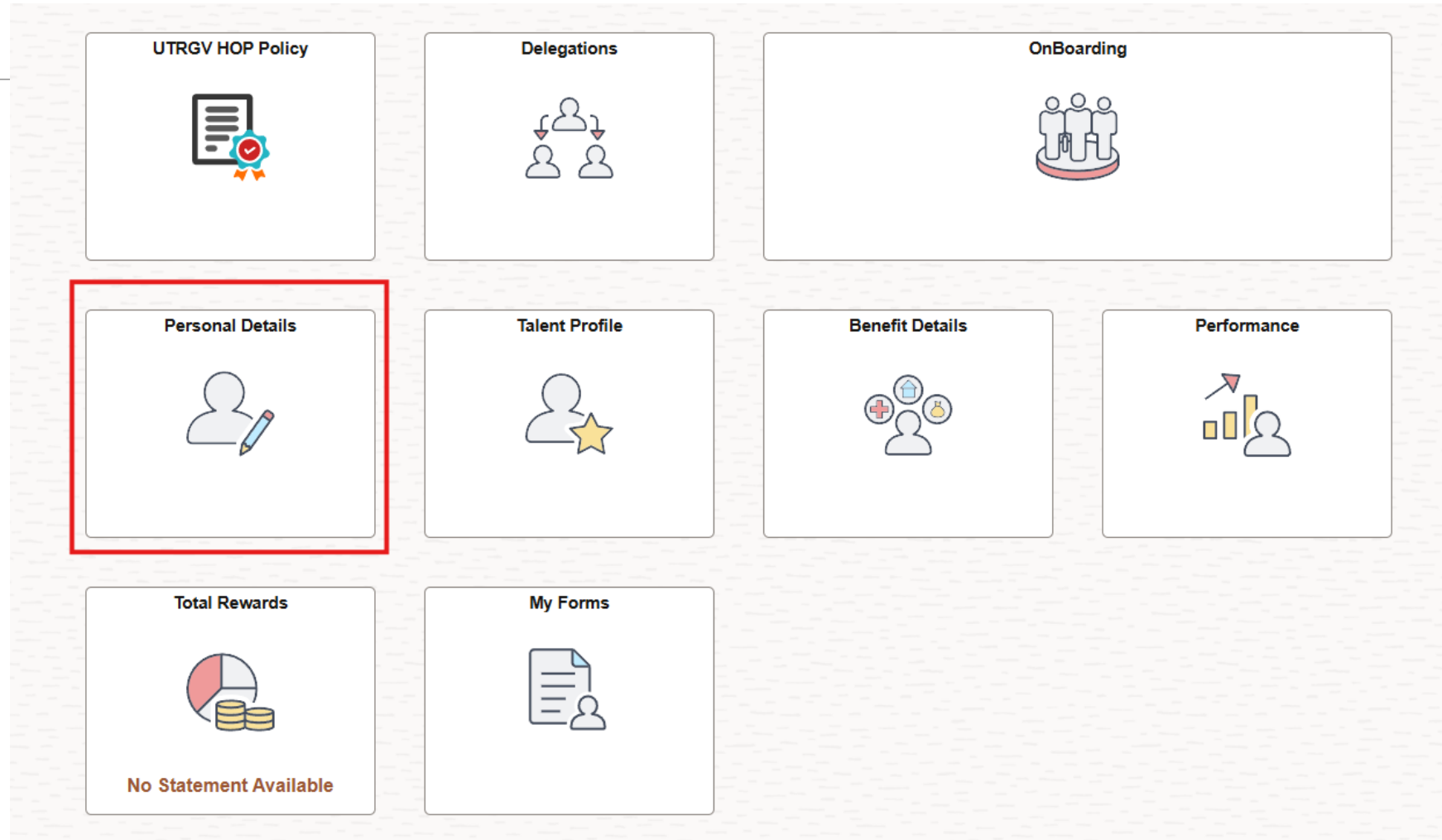
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



# Navigate to Personal Details

1. PeopleSoft opens to the Employee Self Service page

2. Scroll to the bottom of the page and select **Personal Details** Tile



# Navigate to Veteran Status

The screenshot shows a 'Personal Details Dashboard' with a red header bar containing navigation icons and a search bar. The dashboard features several cards for different categories: Addresses (Updated 04/08/2026), Contact Details, Emergency Contacts (1 Contact), Marital Status (Updated 08/24/2023), Name (Updated 08/24/2023), Ethnic Groups (1 Ethnic Group), Disability (Not Submitted), and Veteran Status (Not Submitted). The 'Veteran Status' card is highlighted with a red border. A yellow callout box with the text 'To update Veteran Status, click on Veteran Status' has a red arrow pointing to the 'Veteran Status' card. An 'Additional Information' card is also visible at the bottom left.

To update Veteran Status, click on **Veteran Status**

# Adding New Veteran Status and Submission

Personal Details

Human Resources Assist II

Voluntary Self-Identification of "Protected" Veteran Status

**Why Are You Being Asked to Complete This Form?**

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA). VEVRAA requires Government contractors to take affirmative action to employ and advance in employment protected veterans. To help us measure the effectiveness of our outreach and recruitment efforts of veterans, we are asking you to tell us if you are a veteran covered by VEVRAA. Completing this form is completely voluntary, but we hope you fill it out. Any answer you give will be kept private and will not be used against you in any way.

For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**How Do You Know if You Are a Veteran Protected by VEVRAA?**

Contrary to the name, VEVRAA does not just cover Vietnam Era veterans. It covers several categories of veterans from World War II, the Korean conflict, the Vietnam era, and the Persian Gulf War which is defined as occurring from August 2, 1990 to the present.

If you believe you belong to any of the categories of protected veterans please indicate by checking the appropriate box below. The categories are defined on the next page and explained further in an "Am I a Protected Veteran?" infographic provided by OFCCP.

I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED BELOW

I AM NOT A PROTECTED VETERAN

I DO NOT WISH TO ANSWER

Your Name: \_\_\_\_\_ Today's Date: 04/08/2026

**What Categories of Veterans Are "Protected" by VEVRAA?**

"Protected" veterans include the following categories: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These categories are defined below.

1. A "disabled veteran" is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a disability.
2. A "recently separated veteran" means any veteran who served on active duty in the U.S. military, ground, naval, or air service, and whose discharge or release from active duty in the U.S. military, ground, naval, or air service was under conditions other than dishonorable.
3. An "active duty wartime or campaign badge veteran" means any veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized.
4. An "Armed Forces service medal veteran" means any veteran who served on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded, and who was discharged or released from active duty in the U.S. military, ground, naval, or air service under conditions other than dishonorable.


**Submit**

Read through the page, then make a selection

Once you have selected, click on **Submit**


Submit

# Navigate to Home Page



Search in Menu

**Personal Details**



Human Resources Assist II

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  - a person who was discharged or released from active duty because of a service-connected disability.
2. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
3. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
4. An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.



Click the **Home Button**



to return to the  
PeopleSoft Homepage

# Sign Out of PeopleSoft

The screenshot shows the PeopleSoft Employee Self Service interface. At the top, there is a navigation bar with 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 search icon. Below the navigation bar, the page title 'Employee Self Service' is displayed with a dropdown arrow. The main content area contains a grid of service tiles: 'Delegations', 'OnBoarding', 'Personal Details', 'Talent Profile', 'Benefit Details', 'Performance', 'Total Rewards' (with a note 'No Statement Available'), and 'My Forms'. A dropdown menu is open on the right side of the page, listing options: 'New Window', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is highlighted with a red rectangular box. A red arrow points from a yellow callout box to the 'Sign Out' option.

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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