

Employee Self Service- Review and Update Personal Information

VALIDATING ADDITIONAL INFORMATION



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

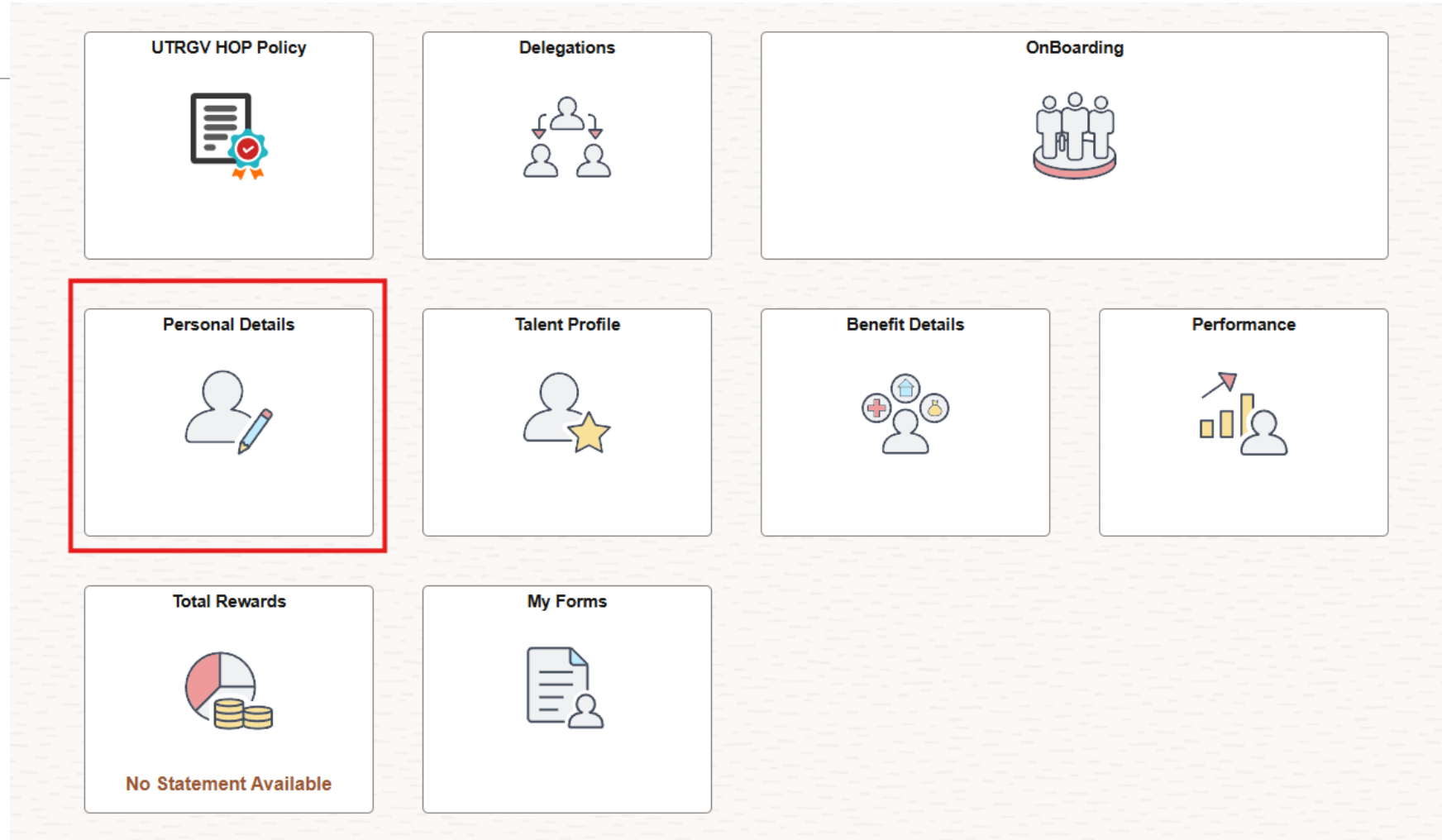


12Twenty

Navigate to Personal Details

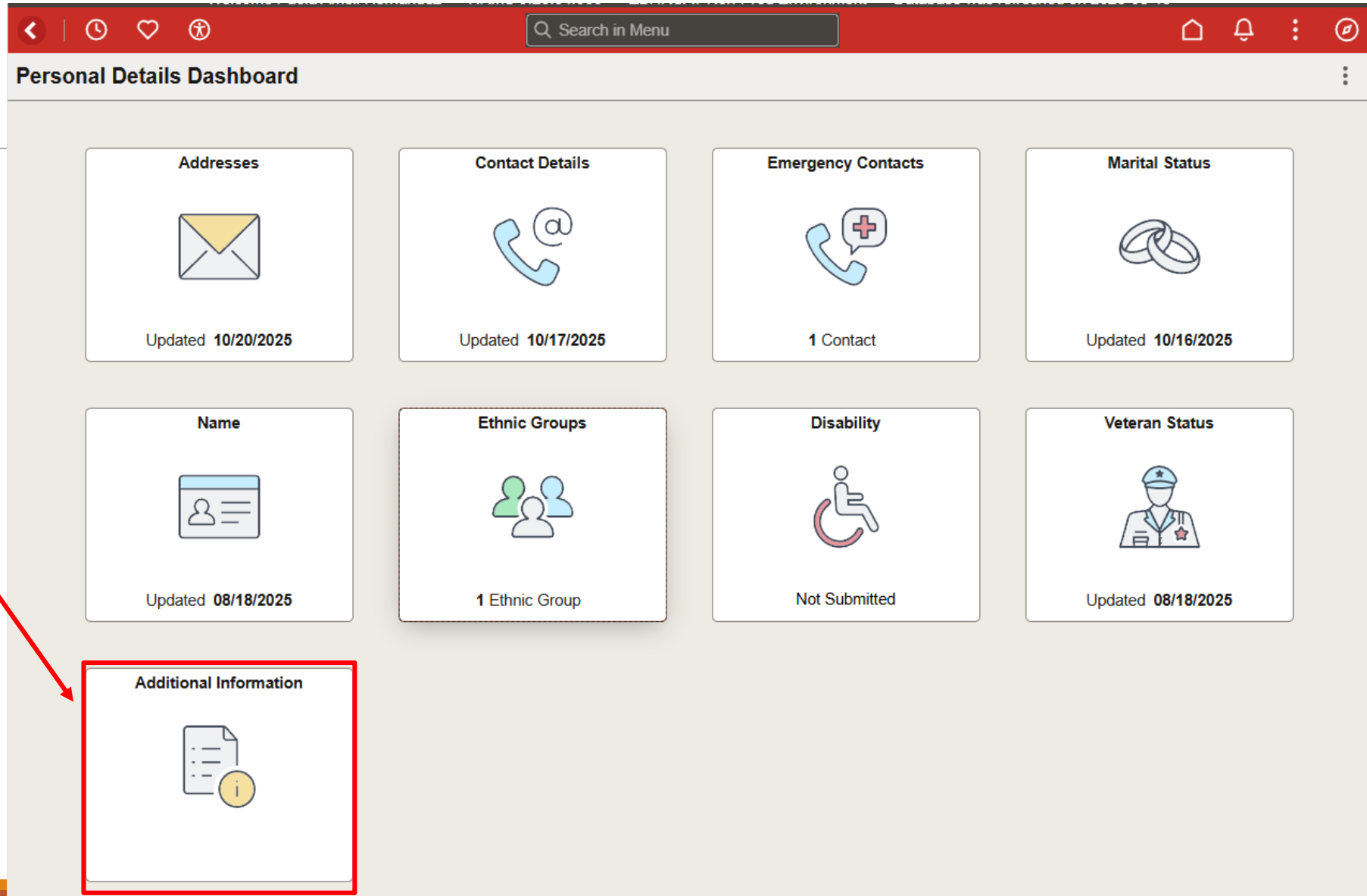
1. PeopleSoft opens to the Employee Self Service page

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



Navigate to Additional Information

The **Personal Details Dashboard** page will open.
Select the **Additional Information** tile



Personal Details Page

Search in Menu

Personal Details

Student Experience Internship

Review Additional Information

Gender

Female

Date of Birth

Social Security Number

Original Start Date

09/02/2025

Last Start Date

09/02/2025

Highest Education Level

Not Indicated

Employee Information

For security purposes, the date of birth and social security number have been masked. To verify the information on file, select the validation buttons below. Contact the Human Resources department if any of your information is incorrect.

Validate Employee Information

Social Security #

Date Of Birth

Additional Information
summarizes other personal information. This section is view only

Navigate to Social Security Number Validation

Search in Menu

Personal Details

Student Experience Internship

Review Additional Information

Gender

Female

Date of Birth

Social Security Number

Original Start Date

09/02/2025

Last Start Date

09/02/2025

Highest Education Level

Not Indicated

Employee Information

For security purposes, the date of birth and social security number have been masked. To verify the information on file, select the validation buttons below. Contact the Human Resources department if any of your information is incorrect.

Validate Employee Information

Social Security #

Date Of Birth

To validate Social Security, click **Social Security #** box.

Validating Social Security Number

Additional Information

Gender Female

Date of Birth 01/01/XXXX

So

Cancel **Validate Employee Info** Done

Enter your social security number and select 'Done' to validate.

SSN

Hig

Employee Information

For security purposes, the
below. Contact the Human

Validate Employee Information

Social Security # Date Of Birth

verify the information on file, select the validation buttons

Enter your social security number and select **Done**

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

Navigate to Date of Birth Validation



Personal Details



Student Experience Internship

Review Additional Information

Gender	Female
Date of Birth	
Social Security Number	
Original Start Date	09/02/2025
Last Start Date	09/02/2025
Highest Education Level	Not Indicated

Employee Information

For security purposes, the date of birth and social security number have been masked. To verify the information on file, select the validation buttons below. Contact the Human Resources department if

Validate Employee Information

Social Security #

Date Of Birth

To validate date of birth, click **Date of Birth** box.

Validating Date of Birth

Additional Information

Gender Female

Date of Birth

Validate Employee Info

Enter your date of birth and select 'Done' to validate.

Date of Birth

Employee Information

For security purposes, the below. Contact the Human

Validate Employee Inform

Social Security # Date Of Birth

To verify the information on file, select the validation buttons

Enter your date of birth and select **Done**

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

Navigate to Home Page



Personal Details



Student Experience Internship



Review Additional Information

Gender	Female
Date of Birth	
Social Security Number	
Original Start Date	09/02/2025
Last Start Date	09/02/2025
Highest Education Level	Not Indicated

Employee Information

For security purposes, the date of birth and social security number have been masked. To verify the information on file, select the validation buttons below. Contact the Human Resources department if any of your information is incorrect.

Validate Employee Information

Social Security #

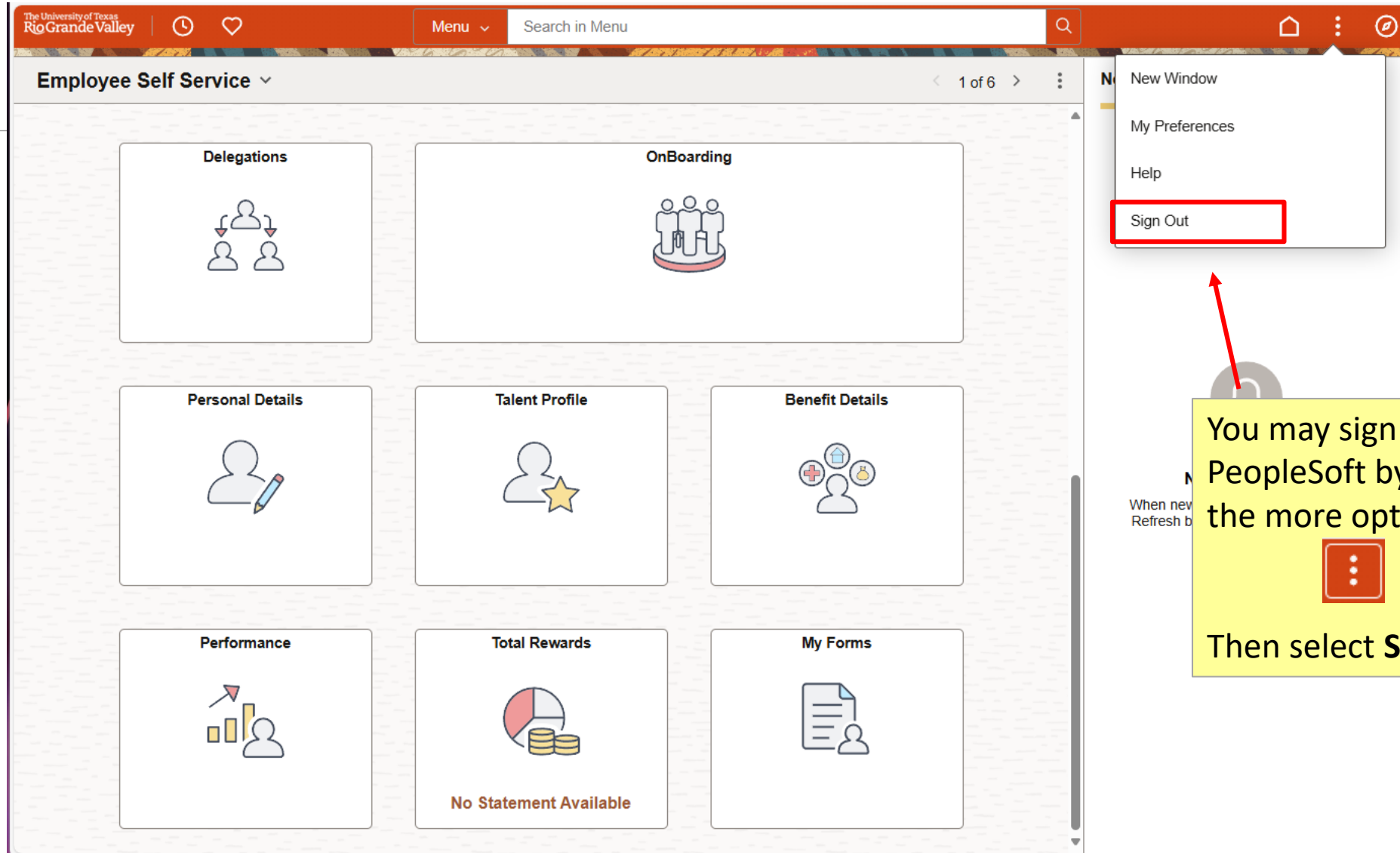
Date Of Birth

Click the **Home Button**



to return to the
PeopleSoft Homepage

Sign Out of PeopleSoft



Congratulations!
You have successfully completed this
topic.
