

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.

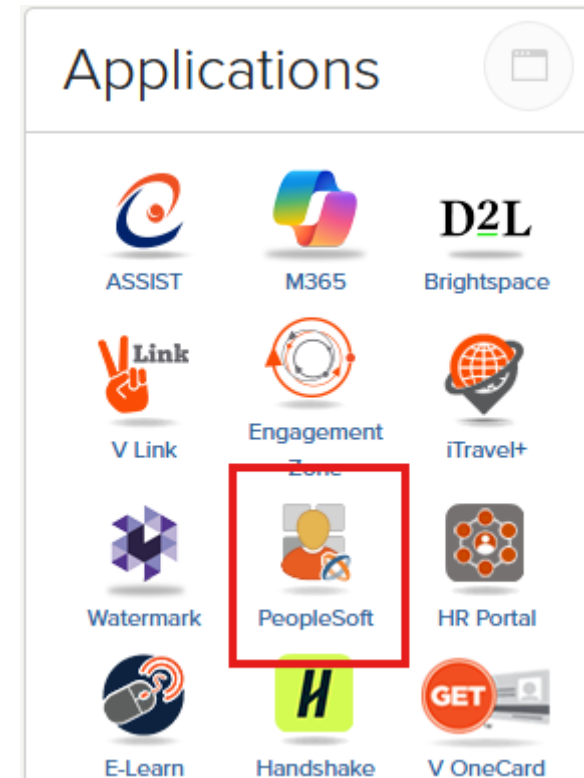
For more information please visit:

[Microsoft Multifactor Authentication.](#)



Log In

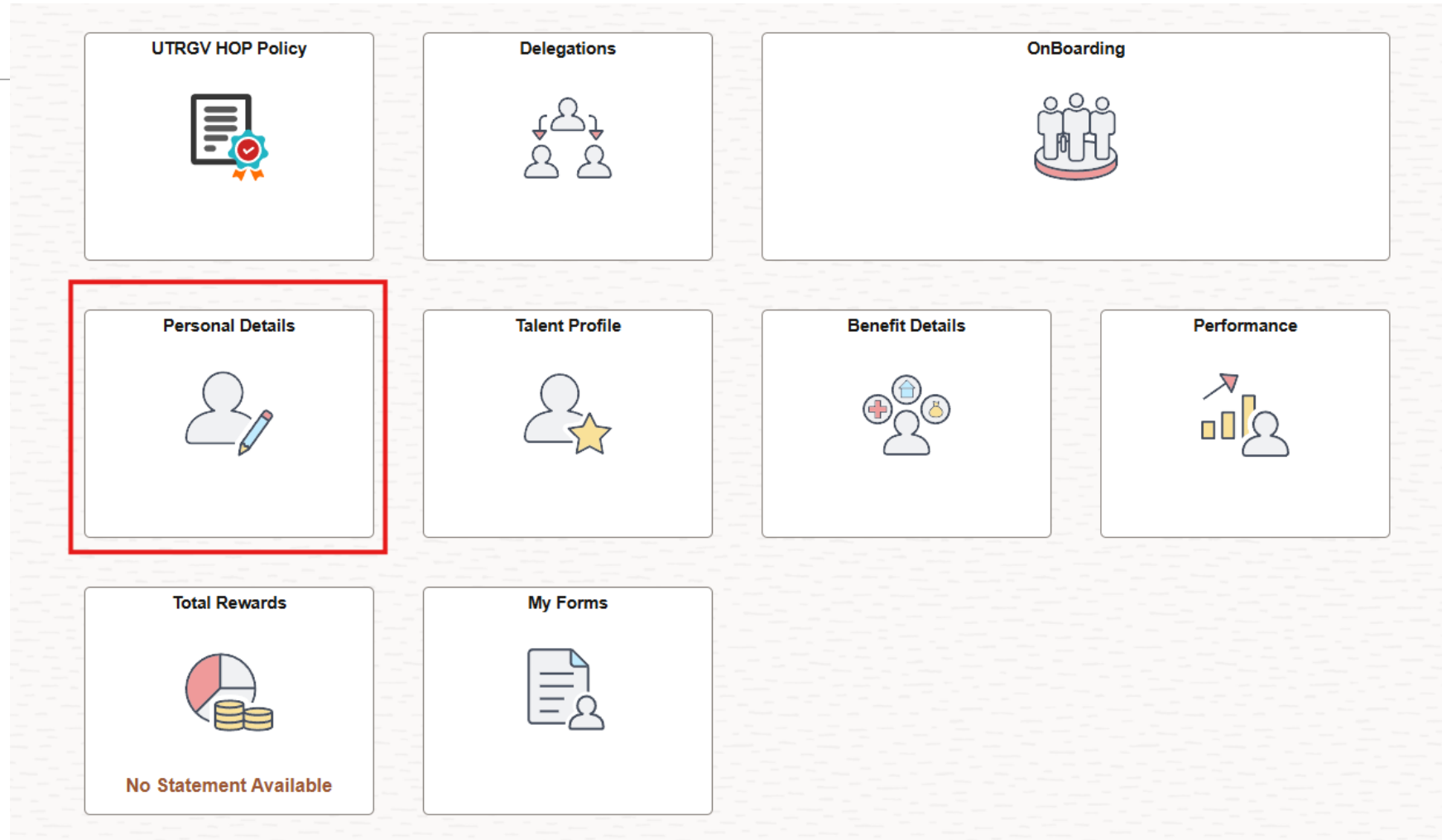
1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



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 screenshot shows a mobile application interface for a "Personal Details Dashboard". The dashboard is organized into a grid of eight tiles, each representing a different category of personal information. The tiles are arranged in two rows of four. The top row includes "Addresses", "Contact Details", "Emergency Contacts", and "Marital Status". The bottom row includes "Name", "Ethnic Groups", "Disability", and "Veteran Status". Each tile features a representative icon, a title, and a status or update date. The "Additional Information" tile is located at the bottom left of the grid and is highlighted with a red border. A red arrow points from a yellow callout box on the left towards this tile. The callout box contains the text: "The Personal Details Dashboard page will open. Select the Additional Information tile".

Personal Details Dashboard

Category	Icon	Status/Update Date
Addresses	Envelope	Updated 10/20/2025
Contact Details	Phone and @ symbol	Updated 10/17/2025
Emergency Contacts	Phone and medical cross	1 Contact
Marital Status	Wedding rings	Updated 10/16/2025
Name	ID card	Updated 08/18/2025
Ethnic Groups	Three people icons	1 Ethnic Group
Disability	Person in wheelchair	Not Submitted
Veteran Status	Person in military uniform	Updated 08/18/2025
Additional Information	Document with info icon	

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

Personal Details Page

Personal Details



Student Experience Internship

Review Additional Information

Gender Female
Date of Birth [Redacted]
Social Security Number [Redacted]
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

Navigation icons: back, clock, heart, person. Search in Menu. Home, menu, refresh icons.

Personal Details

 Student Experience Internship

Review Additional Information

Gender Female
Date of Birth [Redacted]
Social Security Number [Redacted]
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

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

Validating Social Security Number

Additional Information

Gender Female

Date of Birth 01/01/XXXX

So

High

Employee Information

For security purposes, the below. Contact the Human

Validate Employee Information

Social Security #

Date Of Birth

Validate Employee Info

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

SSN

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


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

verify the information on file, select the validation buttons



Navigate to Date of Birth Validation

Personal Details

 Student Experience Internship

Review Additional Information

Gender Female
Date of Birth [Redacted]
Social Security Number [Redacted]
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

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

Validating Date of Birth

Additional Information

Gender Female

Date of Birth

So

High

Employee Information

For security purposes, the below. Contact the Human

Validate Employee Inform

Social Security #

Date Of Birth

Validate Employee Info

Cancel Done

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

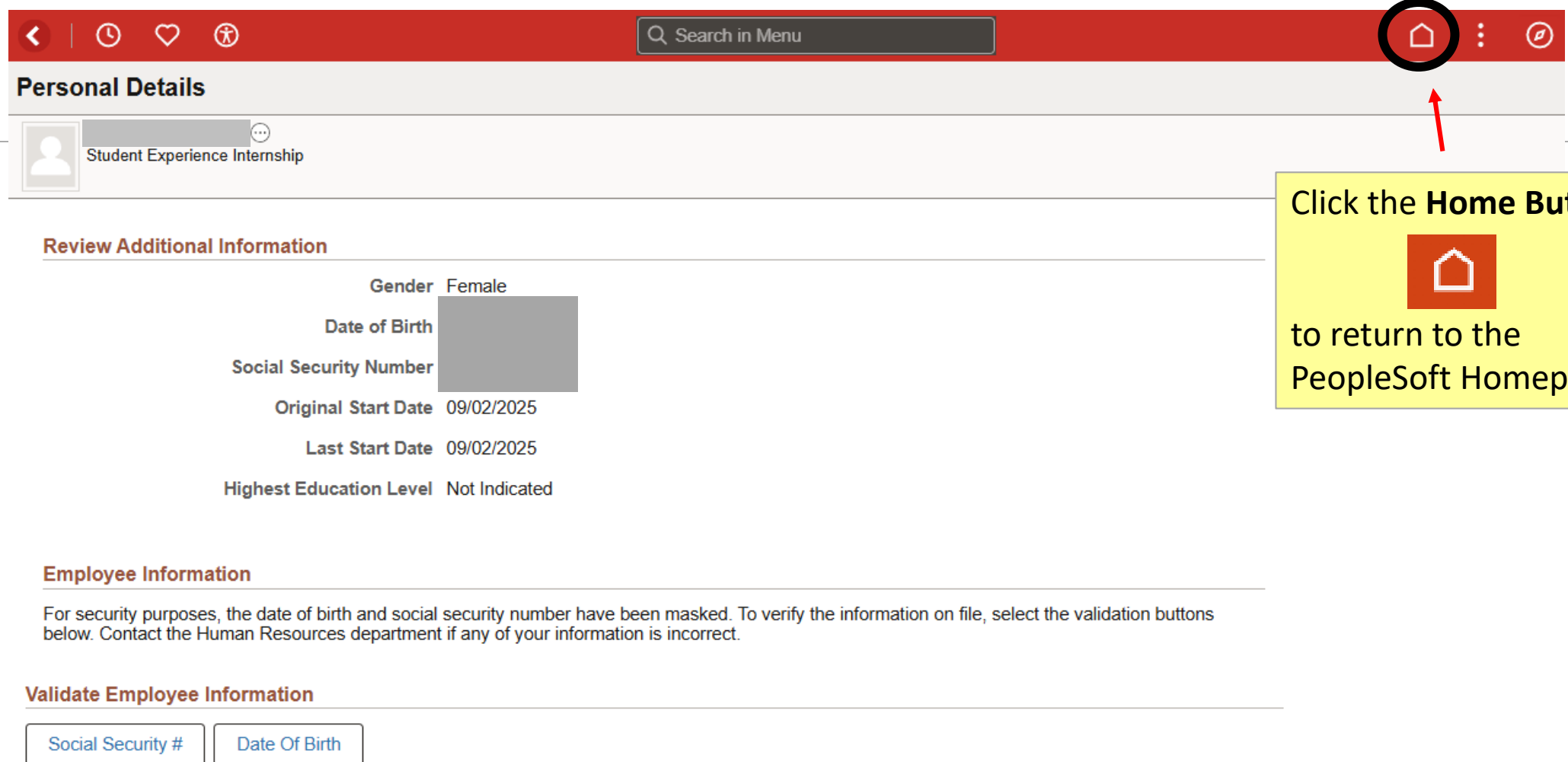
Date of Birth

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

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

to verify the information on file, select the validation buttons

Navigate to Home Page



The screenshot shows a PeopleSoft application interface. At the top, there is a red navigation bar with a search box labeled "Search in Menu" and a home button icon (a house) circled in black. A red arrow points from the callout box to this home button. Below the navigation bar, the page is titled "Personal Details" and shows a user profile for "Student Experience Internship". The "Review Additional Information" section lists personal details: Gender (Female), Date of Birth (masked), Social Security Number (masked), Original Start Date (09/02/2025), Last Start Date (09/02/2025), and Highest Education Level (Not Indicated). The "Employee Information" section includes a warning about masked data and validation buttons for "Social Security #" and "Date Of Birth".

Personal Details

Student Experience Internship

Review Additional Information

Gender Female

Date of Birth [Masked]

Social Security Number [Masked]

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

The screenshot shows the PeopleSoft Employee Self Service interface. The top navigation bar includes the University of Texas Rio Grande Valley logo, a clock icon, a heart icon, a 'Menu' dropdown, a search bar, and navigation icons. The main content area is titled 'Employee Self Service' and contains several service tiles: Delegations, OnBoarding, Personal Details, Talent Profile, Benefit Details, Performance, Total Rewards (with a 'No Statement Available' message), and My Forms. A dropdown menu is open on the right side, showing 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 'More Options' icon (three vertical dots) in the top right corner of the interface.

You may sign out of PeopleSoft by selecting the more options icon



Then select **Sign Out**

Congratulations!
You have successfully completed this
topic.
