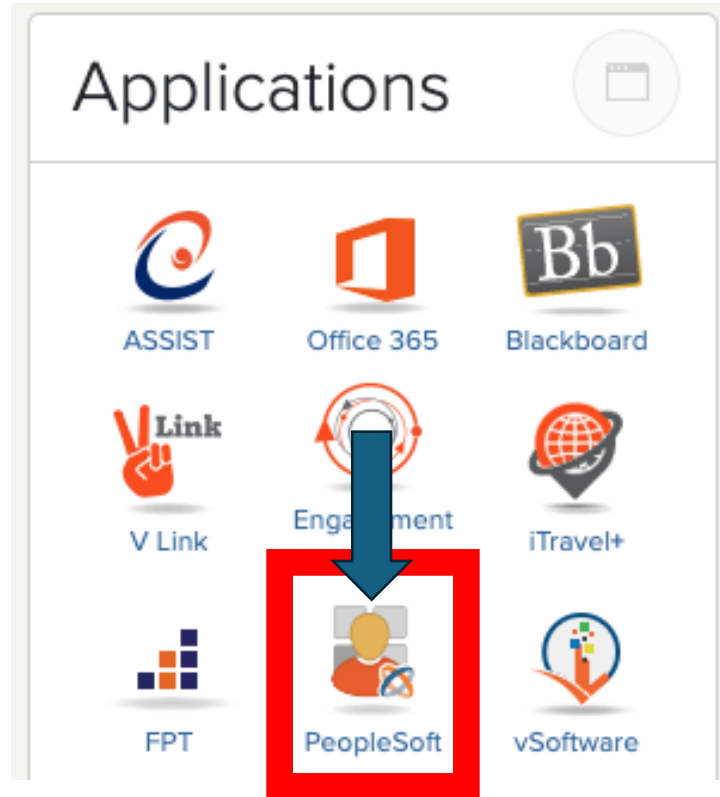
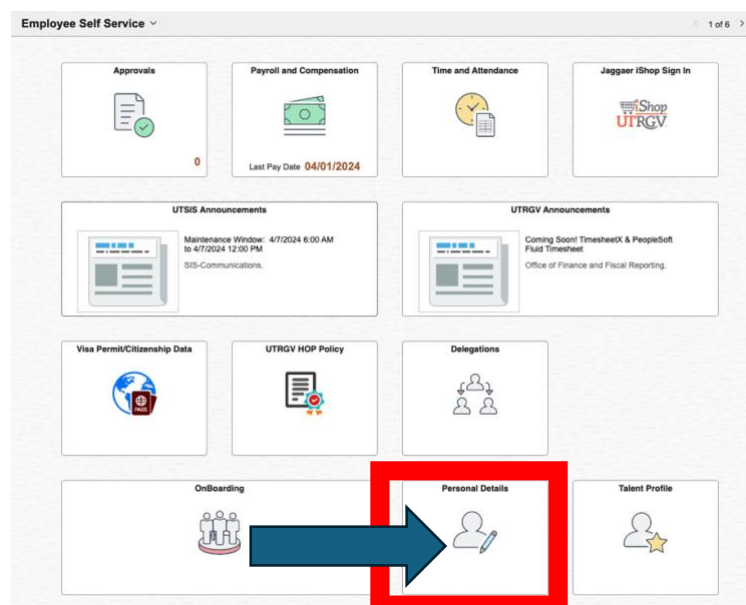


How to Update Contact Information: Employees

1. Log in to MyUTRGV (<https://my.utrgv.edu/>).
2. Click on the PeopleSoft icon found on the Applications section.

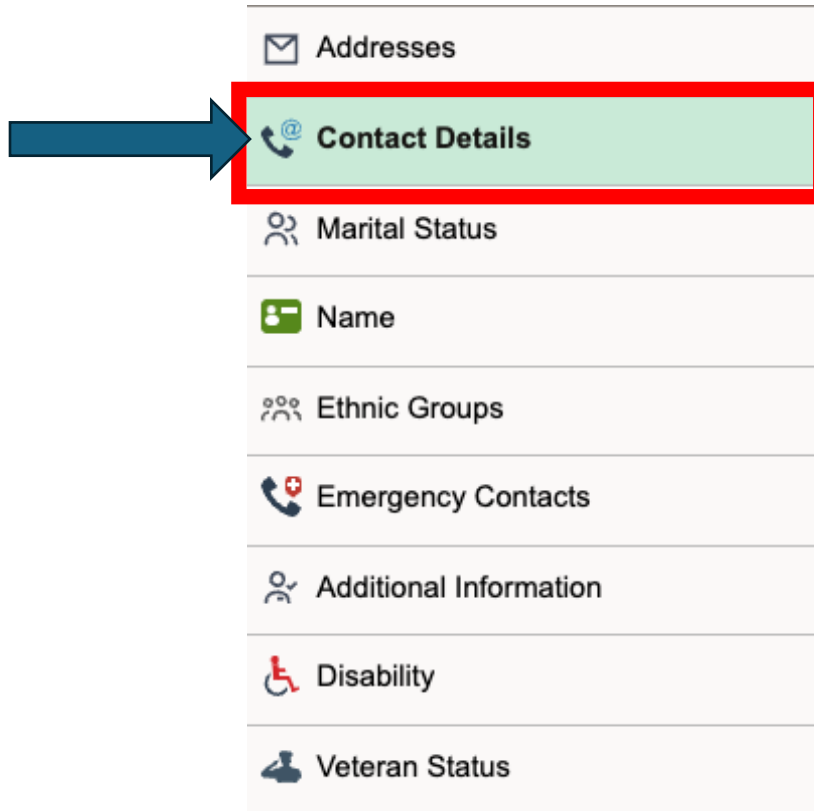


3. From The Employee Self Service section, click on the Personal Details icon.



How to Update Contact Information: Employees

- Click on Contact Details found on the upper left corner. Under the Contact Details section, you will find a category labeled Phone.



- Verify that the phone number under “Mobile” is correct. This is the number that will be used for emergency notifications. If the Mobile phone number needs to be changed, click on the mobile row to update.

Contact Details

Phone

Number	Extension	Type	Preferred
956/665-7570		Business	>
956/665-7571		Campus	>
956 956 9569		Mobile	✓ >

How to Update Contact Information: Employees

6. If there is no personal number listed as Mobile, click on the plus (+) sign to add one and click on “Save” when done.

Phone Number

Cancel Save

Type Mobile

Preferred

Number

Extension

Delete