



TEXAS SOUTHERN UNIVERSITY

My Employee Portal User Guide

Employee Profile

1. Navigate to MyTSU portal landing page click, ‘**Human Resource**’

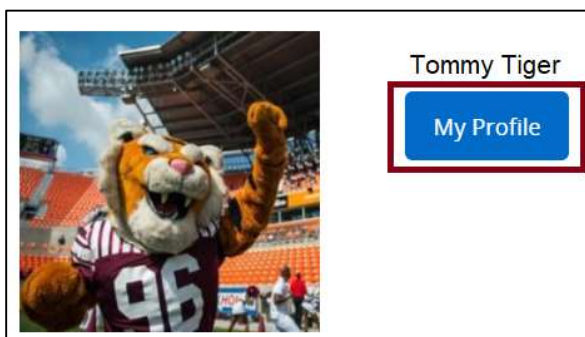


2. Choose “**Employee Self Service**”



“**Employee**” dashboard will launch.

3. Choose “**My Profile**” button



- Displays **'Personal Information'**
 - Campus I.D. Photo
 - Name
 - T-Number
 - Employment Status
 - Hired Date
 - Birthday: MM/DD
 - Addresses
 - Phones
 - Emails
 - Emergency Contacts

- Click **"More Personal Information"** link to display additional details.

The screenshot shows the TSU Employee Profile page. The header includes the TSU logo and the user's name, Tommy Tiger. The page title is "Employee Profile". The main content area is titled "Profile" and is divided into two columns. The left column contains a photo of the tiger mascot, the name "Tiger, Tommy", ID "TXXXXXXXX", status "Active", hire date "01/08/20XX", and birthday "12/27". A link for "More Personal Information" is provided. The right column is titled "Personal Information" and contains sections for "Addresses" (3100 Cleburne St, Houston, TX 77004), "Phones" ((713) 313-7011), "Emails" (Tommy.Tiger@tsu.edu), and "Emergency Contacts" (Mother: Susie Tiger, 3100 Cleburne St, Houston, TX 77004). Each section has a pencil icon for editing.

Contact a representative in the Office of Human Resources for more information.

Phone: (713) 313-7521
 Fax: (713) 313-4347
 Email: hinfo@tsu.edu

Technical support is available 24/7 by emailing IT Service Center:
itservicecenter@tsu.edu or submitting a case: ***http://itservicecenter.tsu.edu***

As always, we appreciate your support as we continue to improve the tools that ensure
“Excellence in Achievement.”



TSU TEXAS SOUTHERN UNIVERSITY
Office of Information Technology

GET IT HELP

The IT Service Center is open 24/7/365 for your convenience. To report an IT problem, go to: itservicecenter.tsu.edu

To request assistance,
Email: ITServiceCenter@tsu.edu
Self-Service: <http://ITServiceCenter.tsu.edu>
Call: 713-313-4357 or 713-313-HELP