

How to access MyWay – PeopleSoft and enroll in benefits from outside the HMH network

1. Visit www.TeamHMH.com from your computer/mobile device. You should arrive at a screen that looks like this:

The screenshot shows the MyWay – PeopleSoft website. At the top right, there is a navigation menu with the following items: WHO WE ARE, TODAY, TOMORROW, QUESTIONS, RESOURCES, and OPEN ENROLLMENT. The OPEN ENROLLMENT link is highlighted in orange. Below the navigation menu, there is a circular badge that says "38 Days" with "Days Left to Enroll in 2019 Benefits" written above it. In the center of the page, there is a large blue banner that reads "Open Enrollment MONDAY, OCTOBER 8 TO FRIDAY, NOVEMBER 16". To the right of the banner, there is a section titled "Information About Benefits Starting January 1, 2019" with a "LEARN MORE" link below it.

2. Click on the link in the upper right corner to access **MyWay – PeopleSoft**.

This screenshot is identical to the one above, but with a red arrow pointing to the "MYWAY – PEOPLESFT" link in the navigation menu. The link is highlighted with a red box, and the arrow points directly to it from above.

3. You will be redirected to the login screen for MyWay - PeopleSoft. Login using your Network User ID and Password. *Note: If you don't know your User ID or Password, please contact your local IT Helpdesk.*



The screenshot shows the Oracle PeopleSoft login interface. At the top, the Oracle PeopleSoft logo is displayed. Below the logo, there are two input fields: 'User ID' and 'Password'. The 'User ID' field contains the text 'john.doe' and the 'Password' field contains '*****'. Both fields are highlighted with red boxes. Below the password field, there is a 'Select a Language' dropdown menu with 'English' selected. A green 'Sign In' button is located below the language selection. At the bottom of the form, there is a checkbox labeled 'Enable Screen Reader Mode'. The background is a solid blue color.

4. If you are outside the HMH network and have not yet activated your DUO Account, you will receive the below error message.

Access Denied. The username you have entered cannot authenticate with Duo Security. Please contact your system administrator.

5. If you have downloaded Duo and still receive this error message, you will need to visit the [HMH User Device Management Portal](#) (see below) to activate your Duo account. **If you have not yet downloaded Duo, you will need to do that by following these [step-by-step instructions](#).**



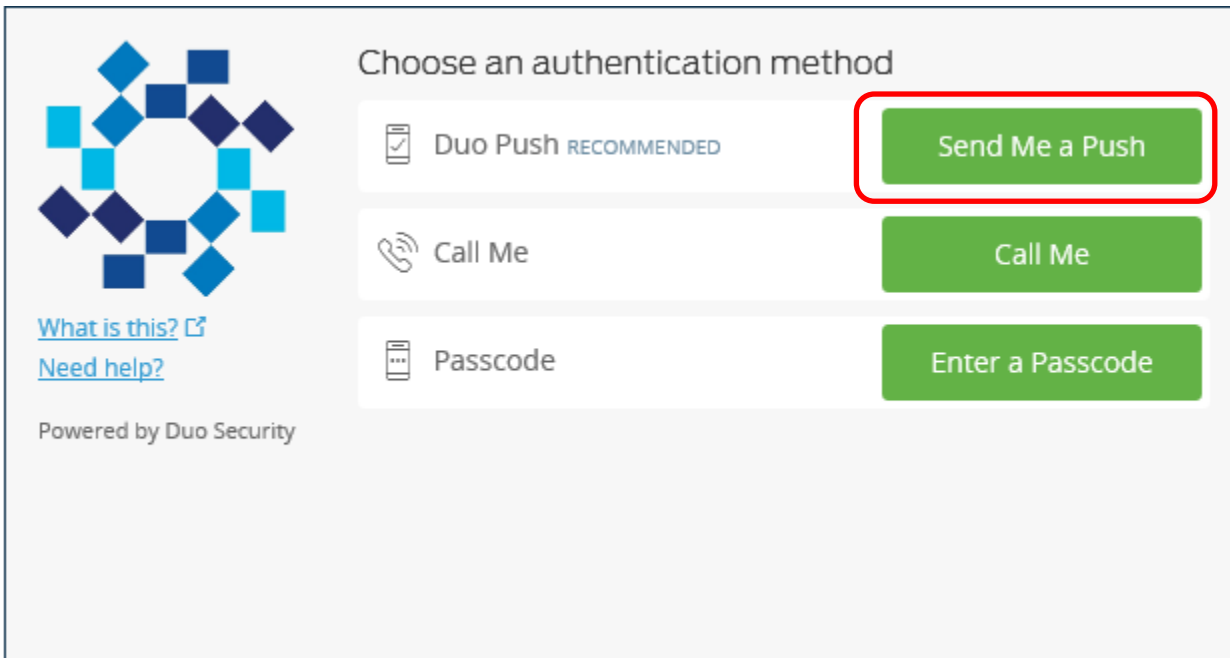
HMH User Device Management Portal

For authorized HMH users Only !!!

Click here to select your domain

- HMHN
- HUMC
- MERIDIANHEALTH
- PMC_SNA
- SOLARISHS

6. Once you have activated your account, you will be asked to select an authentication method. The notification screen below will be shown if you registered a cell phone through DUO. You will see different screens and authentication methods if you registered a landline or tablet. **Select the authentication method that works best for you.**

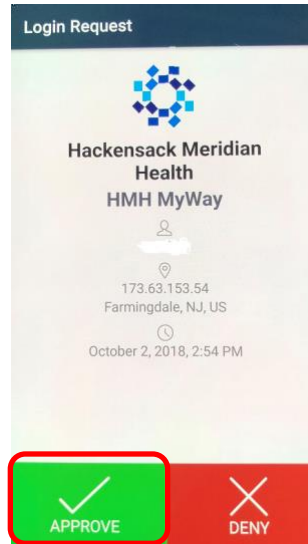


The image shows a Duo authentication screen. On the left is the Hackensack Meridian Health logo. Below it are links for "What is this?" and "Need help?", and the text "Powered by Duo Security". The main heading is "Choose an authentication method". There are three options, each with a green button to its right:









- Duo Push RECOMMENDED **Send Me a Push**
- Call Me **Call Me**
- Passcode **Enter a Passcode**

The "Send Me a Push" button is highlighted with a red border.

7. Respond to the authentication method as instructed. **For example:** If you select “Send Me a Push” the following message will appear on your cell phone. Select “Approve” in order to proceed.




8. After authentication is complete, try logging in again to the MyWay – PeopleSoft portal with your Network User ID and Password. You should now see the following landing page for MyWay – PeopleSoft. To proceed to Open Enrollment, select **My Benefits**.


Welcome to  The place where team members can update their personal information. Contact the Team Member Support Services team by emailing HumanResources@hackensackmeridian.org or by calling '551-996-2877'		Announcements  Growing Together... Posted on: 09/30/2018	
Company Directory 	My Benefits 	Team Member Self Service 	Quick links for Team Member 
Learning 	Team Member Service Center 	Job Data 	Modify a Person 


9. Select “**Benefits Enrollment**” to begin enrolling in benefits for 2019!

 **Benefits Summary**

 Submit a Qualifying Life Event

 **Benefits Enrollment**

 Confirmation Statements

 Wellness Incentive