

Change Your email Address – Detailed Job Aid

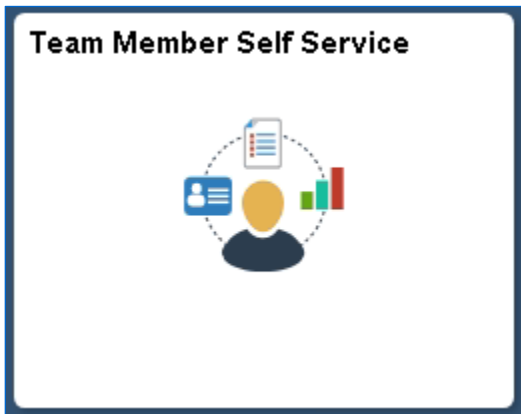
Procedure

Follow the steps below to change your email address. Please note that the Clairvia Shift Alert email type is only available to Hackensack team members.

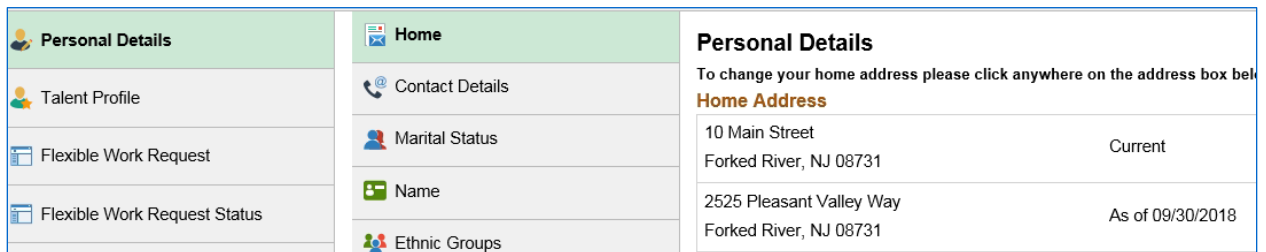
1. Access the **MyWay** system as follows:
 - a. Go to **The Exchange** at <http://www.hmhn.org>.
 - b. At the top right of the page, click the **MyWay** link.
 - c. Click the **Sign In** tile.
 - d. Enter your User ID and password and click the **Sign In** button.



2. After you sign in, verify the header says **MyWay**. If it does not, click the header dropdown arrow and select **MyWay**.



3. Click the **Team Member Self Service** tile.



4. The **Personal Details > Home** menu defaults. Click the **Contact Details** tab.

Email		
+		
Email Address	Type	Preferred
PeoplesoftTest@hackensackmeridian.org	Business	✓
GCollaborative@home.com	Home	

5. Do one of the following

- a. To update an existing email address:

Note: You cannot update your Hackensack Meridian *Health* email address. If this address needs to be updated, contact your local IT Help Desk.

1. Click in the area of the **non**-Hackensack Meridian *Health* email address. Do not click the email address itself.

Cancel **Email Address** Save

Email Type Home

Preferred

Email Address GCollaborative@me.com

Delete

2. Update the email address in the applicable fields.

3. Click the **Save** button.

- b. To delete an email address:

Note: You cannot delete your Hackensack Meridian *Health* email address.

1. Click in the area of the **non**-Hackensack Meridian *Health* email address.
2. Click the **Delete** button.
3. Click the **Yes** button to confirm you want to delete the email address.

- c. To add a new email address:

1. Click the **plus (+)** sign below the **Email** header.
2. Complete the fields for the new email address.
3. Click the **Save** button.

Result: The **Contact Details** page displays with the updated email information.

Questions?

If you have any questions, please contact Team Member Support Services through one of the following: **1)** submit an inquiry by clicking the **Team Member Service Center** tile from the **MyWay home page** and completing the Inquiry page presented; **2)** call 551-996-2877.