

Change Your Ethnic Group – Detailed Job Aid

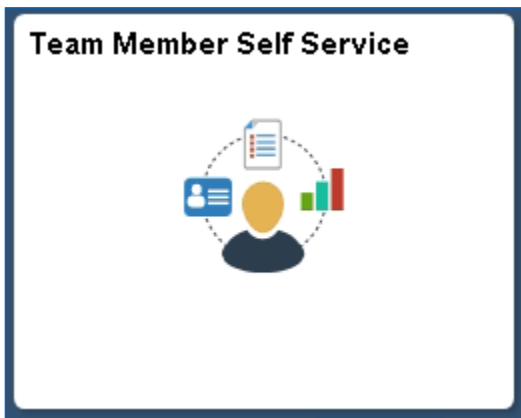
Procedure

Follow these steps to change your ethnic group:

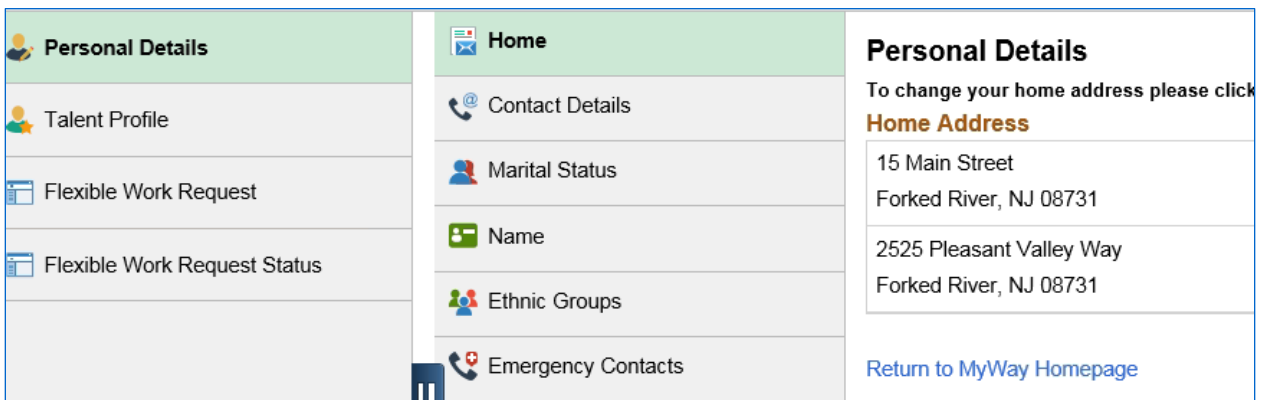
1. Access the **MyWay** system as follows:
 - a. Go to **The Exchange** at <http://www.hmhn.org>.
 - b. At the top right of the page, click the **MyWay** link.
 - c. Click the **Sign In** tile.
 - d. Enter your User ID and password and click the **Sign In** button.



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 **Ethnic Groups** tab.
5. Do one of the following:
Note: If you have more than one ethnic group, you must designate a primary group.

- a. To change an ethnic group:

Ethnic Group	Primary
Hispanic/Latino	
White	✓

- 1. Click in the area of the ethnic group.

Cancel **Ethnic Group** **Save**

*Ethnic Group 

Primary

Delete

- 2. Click the **Ethnic Group** lookup (magnifying glass) button.

Cancel **Lookup**

Search for: *Ethnic Group [Show Operators](#)

▼ **Search Criteria**

Ethnic Group (begins with)

Description (begins with)

Search **Clear**

▼ **Search Results**

5 rows

Ethnic Group	Description
AMIND	American Indian/Alaska Native
ASIAN	Asian
BLACK	Black/African American
PACIF	Native Hawaiian/Other Pacific Islander
WHITE	White

- 3. The ethnic groups available to select will display. Double-click the ethnic group you want. You can also search for an ethnic group by completing the two search fields and clicking the Search button.

Cancel Ethnic Group Save

*Ethnic Group Black/African America × Q

Primary

Delete

4. Click the **Save** button.

Ethnic Group	Primary
Black/African American	<input checked="" type="checkbox"/>
Hispanic/Latino	<input type="checkbox"/>

Result: The **Ethnic Groups** page displays with the updated ethnic groups.

- b. To delete an ethnic group:

1. Click in the area of the ethnic group.
2. Click the **Delete** button.
3. Click the **Yes** button to confirm you want to delete the ethnic group.

- c. To add an ethnic group:

Note: If you have more than one ethnic group, you must designate a primary group.

1. Click the **plus (+)** sign below the Ethnic Groups header.
2. Click the **Ethnic Group** lookup (magnifying glass) button.
3. The ethnic groups available to select will display. Double-click the ethnic group you want.
4. Click the **Save** button.

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.