

Change Your Ethnic Group – Quick 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** menu defaults. From the Personal Details menu, click the **Ethnic Groups** menu item.
5. Do one of the following:
 - a. To change an ethnic group:

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

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

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

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.