



## MyWay Team Member Self Service

- **What is MyWay?**

MyWay is a page within PeopleSoft (the system where your HR data is stored) that gives employees access to numerous self-service features.

- **How do you access MyWay?**

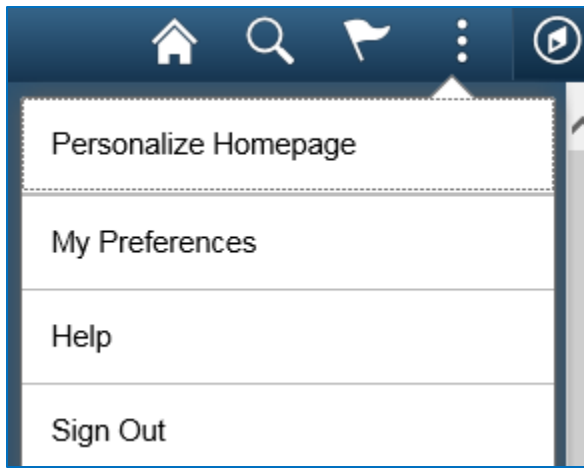
1. Go The Exchange at <a href="http://www.hmhn.org">http://www.hmhn.org</a>	
2. At the top right of the page, click the MyWay link.	
3. Click the Sign In tile.	
4. Enter your User ID and password and click the <b>Sign In</b> button. Your User ID is the same ID you use to log into the system.	

- **What can you do on MyWay?**

<ul style="list-style-type: none"> <li>❖ <b>Change Your Personal Details</b>  <u>Navigation:</u> <i>MyWay &gt; Team Member Self Service tile &gt; Personal Details tab</i> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Phone numbers</li> <li>• Email addresses</li> <li>• Marital status</li> <li>• Ethnic groups</li> <li>• Emergency contacts</li> <li>• Disability information</li> <li>• Veteran Status</li> <li>• (View Only) Gender, Date of Birth, Social Security Number, Start Date</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ <b>View Your Talent Profile information</b>  <u>Navigation:</u> <i>MyWay &gt; Team Member Self Service tile &gt; Talent Profile tab</i> <ul style="list-style-type: none"> <li>• Licenses and certifications</li> <li>• Education</li> <li>• Honors &amp; Awards</li> <li>• Languages</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>❖ <b>Submit a question to Human Resources</b>  <u>Navigation:</u> <i>MyWay &gt; Team Member Service Center tile &gt; Submit a Question to HR tab</i> </li> </ul>
	<ul style="list-style-type: none"> <li>❖ <b>Use the Company Directory to search for team members</b>  <u>Navigation:</u> <i>MyWay &gt; Company Directory tile</i> </li> </ul>

- **Where can you find MyWay step-by-step procedures?**

After logging into MyWay, step-by-step procedures for every MyWay task can be found from the MyWay Home page by clicking the three dots at the top right, and then selecting the **Help** options.



- **Who can you contact for help with MyWay?**

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.