

Search for a Person at Hackensack Meridian Health – Detailed Job Aid

Procedure

Follow these steps to search for a person at Hackensack Meridian Health:

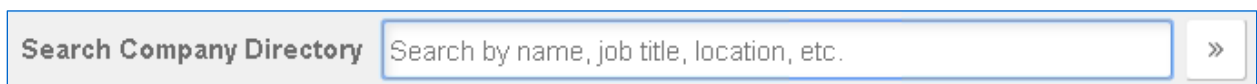
1. Access the **MyWay** system as follows:
 - a. Go to **The Exchange** at <http://www.hmhn.org>.
 - b. At the top right of the page, click the **MyWay** link.
 - c. Click the **Sign In** tile.
 - d. Enter your User ID and password and click the **Sign In** button.



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 **Company Directory** tile.



4. Enter all or part of the person's name, job title, or location into the **Search Company Directory** field.
5. Click the **double arrow** to the right of the search field.

Result: A list of people matching your search criteria displays. If you need to narrow your search, enter more characters into the search field.

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.