

## Search for a Person at Hackensack Meridian *Health* – Quick 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.