

Update Your Language Skills–Detailed Job Aid

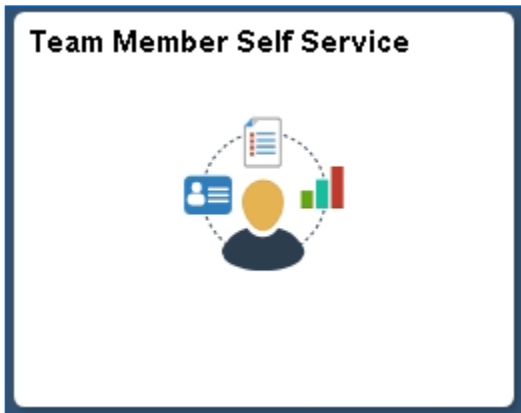
Procedure

Follow these steps to update your language skills:

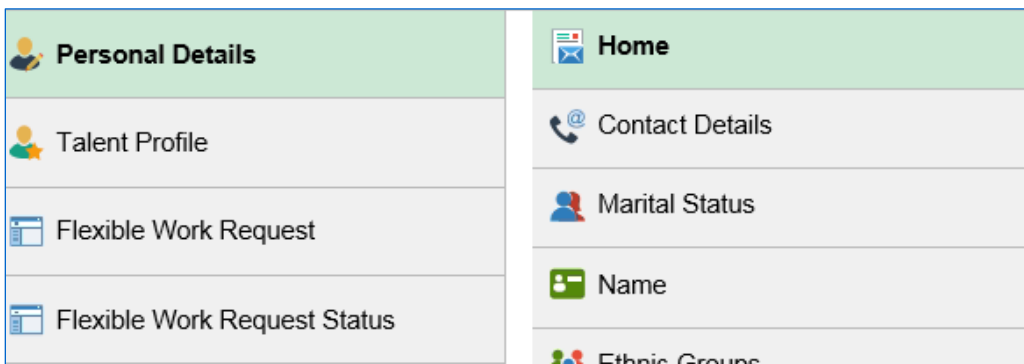
1. Access the **MyWay** system as follows:
 - a. Go to **The Exchange** at <http://www.hmhn.org>.
 - b. At the top right of the page, click the **MyWay** link.
 - c. Click the **Sign In** tile.
 - d. Enter your User ID and password and click the **Sign In** button.



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. Click the **Talent Profile** tab from the left column.

Licenses and Certifications	Language Skills Your language skills information can No data exists. <input type="button" value="Add"/>
Education	
Honors & Awards	
Languages	

5. Click the **Languages** tab from the left column.
6. Do one of the following:
 - a. To add a language skill:
 1. Click the **Add** button if there are currently no languages listed, or the **plus (+)** sign above the **Languages** header if one or more languages are listed.

*Effective Date	09/19/2018	
*Language	<input type="text"/>	
Speak	<input type="radio"/>	No
Write	<input type="radio"/>	No
Read	<input type="radio"/>	No

2. Enter the date you acquired the new language skill in the **Effective Date** field.
3. Click the **Language** lookup (magnifying glass) button and select the applicable language.

Search for: *Language		Show Operators
Search Criteria		
Content Type	LNG	
Content Item (begins with)	<input type="text" value="SP"/>	
Description (begins with)	<input type="text"/>	
<input type="button" value="Search"/>		<input type="button" value="Clear"/>
Search Results		
<input type="button" value="grid icon"/> <input type="button" value="list icon"/>		1 row
Content Item	Description	
SP	Spanish	

Note: Another way to select a language is, after clicking the Language magnifying glass, expand the **Search Criteria** section, complete either the **Content Item** or **Description** fields, and click the Search button. Double-click the language you want from the search results.

Cancel Save

Language Skills

*Effective Date: 09/19/2018

*Language: Spanish

Speak: Yes

Write: No

Read: No

4. Mark the applicable radio buttons to indicate whether you speaking, write, or read the language.
5. Click the **Save** button in the top right corner.

Result: The new language skill appears.

+
Language
Spanish

- b. To delete a language skill:
 1. Click in the area of the language.
 2. Click the **Delete** button.
 3. Click the **Yes** button to confirm you want to delete the language skill.
- c. To update a language skill:
 1. Click in the area of the language.
 2. Update the language skill as applicable.
 3. Click the **Save** button.

Result: The **Languages** page displays with the updated language skills.

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.