

# Update Your Language Skills – Quick 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.
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.
    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.  
**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.
    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.
  - 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.