

Update Your Veteran Status – Quick Job Aid

Procedure

Follow these steps to change your veteran status:

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. The **Personal Details** menu defaults. From the Personal Details menu, click the **Veteran Status** menu item.
5. Select the checkbox to indicate one of the following:
 - a. Your protected veteran classification
 - b. You are a protected veteran, but choose not to identify a classification
 - c. You are not a protected veteran
 - d. You are not a veteran
6. Enter your military discharge date, if applicable.
7. Click the **Submit** button.

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.