

# View Your Certifications – Detailed Job Aid

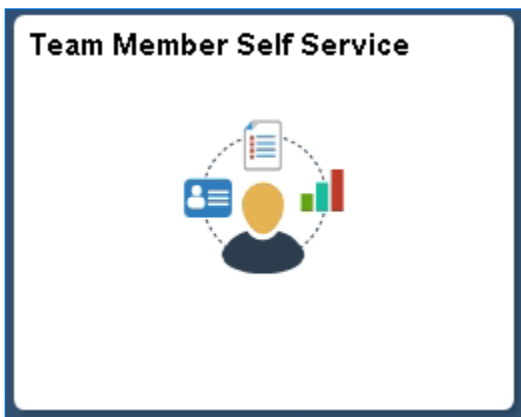
## Procedure

Follow these steps to view your certifications:

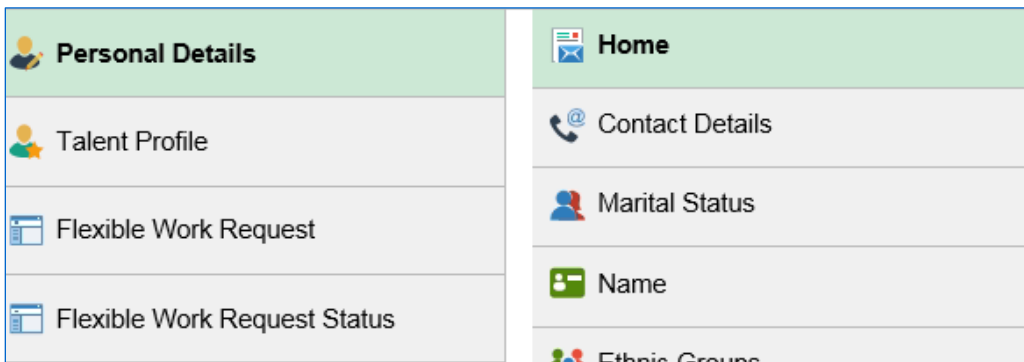
1. Access the **MyWay** system as follows:
  - a. Go to **The Exchange** at <http://www.hmhn.org>.
  - b. At the top right of the page, click the **MyWay** link.
  - c. Click the **Sign In** tile.
  - d. Enter your User ID and password and click the **Sign In** button.



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	▼	<h3>Certifications</h3> <p>Your current certifications information can be viewed here.</p> <p>To add additional certification information email a copy of the document to <a href="mailto:HumanResources@hackensackmeridian.com">HumanResources@hackensackmeridian.com</a> be added/updated in your Learning Management System to be reflected here. You will receive e</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="background-color: #e0e0e0;">Certification</th> </tr> </thead> <tbody> <tr> <td>Certified Fraud Examiner</td> </tr> <tr> <td>Certified Information Systems Auditor</td> </tr> <tr> <td>Certified Internal Auditor</td> </tr> </tbody> </table>	Certification	Certified Fraud Examiner	Certified Information Systems Auditor	Certified Internal Auditor
Certification						
Certified Fraud Examiner						
Certified Information Systems Auditor						
Certified Internal Auditor						
<b>Certifications</b>	3					
Licenses	1					
Education						
Honors & Awards						
Languages						

5. Click the **Certifications** menu item.
6. Click in the area of a specific certification to see the certification details.

**Employee updates are not authorized for Certifications**

<b>Effective Date</b>	11/03/2014
<b>Certification</b>	Certified Fraud Examiner
<b>Status</b>	Active
<b>Country</b>	United States
<b>State</b>	New Jersey
<b>Grandfathered</b>	No
<b>ADA Accommodation</b>	No
<b>Certification Verified</b>	Yes
<b>Expiration Date</b>	06/30/2015
<b>Paid Certification Date</b>	
<b>Receives Cert Pay</b>	No
<b>Future Requirement</b>	No
<b>Expected Date</b>	
<b>Issue Date</b>	
<b>Certification Number</b>	115813
<b>Issued By</b>	Association of Certified Fraud Examiners
<b>Updated Date</b>	11/03/2014 2:14:54PM
<b>Updated By</b>	VK4356

7. View the expiration date and other details. When you are finished, close the tab from the toolbar.

## MyWay Team Member Self Service

8. To change your certification information, email a scanned copy to [HumanResources@HackensackMeridian.org](mailto:HumanResources@HackensackMeridian.org) . The email must include:
  - Date
  - Team Member Name
  - Team Member ID
  - Clear scanned copy of certification

### 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.