

View Your Certifications – Quick 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** menu from the left column.
5. Click the **Certifications** menu item.
6. To view the details of a certification, click in the area of a specific certification. This is where you can see the expiration date of the certification.
7. To change your certification information, email a scanned copy to 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.