

# View Your Education – Detailed Job Aid

**Note:** The only talent item you can update is language skills. Everything else is view-only. If you need to update a view-only area, including education, send an email to [HumanResources@Hackensackmeridian.org](mailto:HumanResources@Hackensackmeridian.org). Be sure to attach supporting documentation.

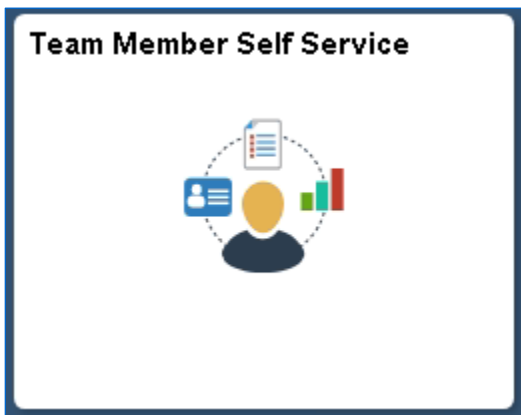
## Procedure

Follow these steps to view your education:

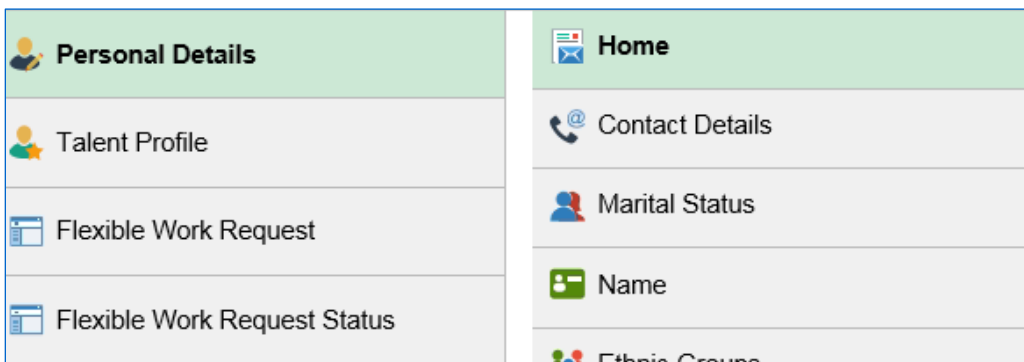
1. Access the **MyWay** system as follows:
  - a. Go to **The Exchange** at <http://www.hmhn.org>.
  - b. At the top right of the page, click the **MyWay** link.
  - c. Click the **Sign In** tile.
  - d. Enter your User ID and password and click the **Sign In** button.



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	<b>Degrees</b>
<b>Education</b>	Your current education information can be viewed here.
Honors & Awards	To add additional education information email a copy of the c
Languages	Data does not exist and cannot be added here.
	<a href="#">Return to MyWay Homepage</a>

5. Click the **Education** tab from the left column.
6. View your education. Send any update requests to [HumanResources@Hackensackmeridian.org](mailto:HumanResources@Hackensackmeridian.org). Be sure to attach supporting documentation.

### 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.