

# View Your Honors & Awards–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 honors and awards, send an email to [HumanResources@Hackensackmeridian.org](mailto:HumanResources@Hackensackmeridian.org). Be sure to attach supporting documentation.

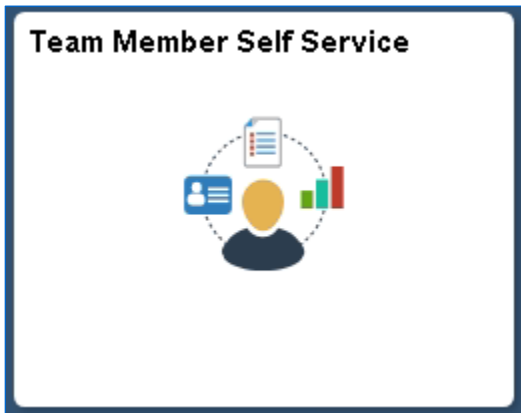
## Procedure

Follow these steps to view your honors and awards:

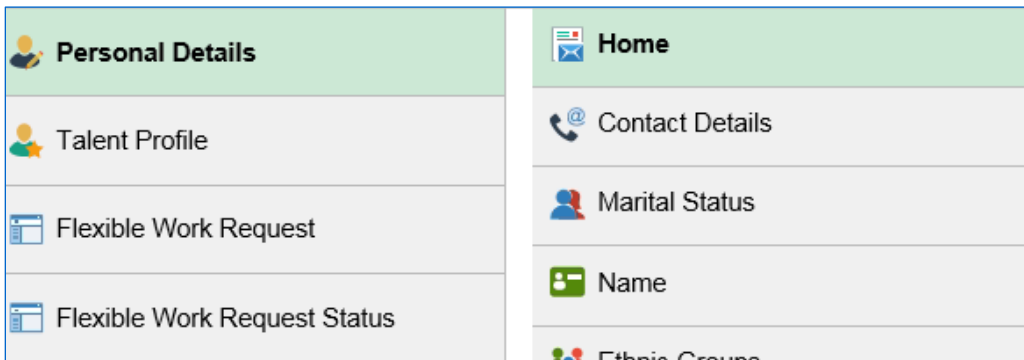
1. Access the **MyWay** system as follows:
  - a. Go to **The Exchange** at <http://www.hmhn.org>.
  - b. At the top right of the page, click the **MyWay** link.
  - c. Click the **Sign In** tile.
  - d. Enter your User ID and password and click the **Sign In** button.



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.

|                             |   |  |
|-----------------------------|---|--|
| Licenses and Certifications | ▼ | <h3>Honors and Awards</h3> <hr/> <p>Your current honors information can be viewed here.</p> <hr/> <p>Data does not exist and cannot be added here.</p> <p><a href="#">Return to MyWay Homepage</a></p> |
| Education                   |   |  |
| <b>Honors &amp; Awards</b>  |   |  |
| Languages                   |   |  |
|                             |   |  |

5. Click the **Honors & Awards** menu item.
6. View your honors and awards. 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.