

View Your Licenses – 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 licenses, send an email to HumanResources@Hackensackmeridian.org. Be sure to attach supporting documentation.

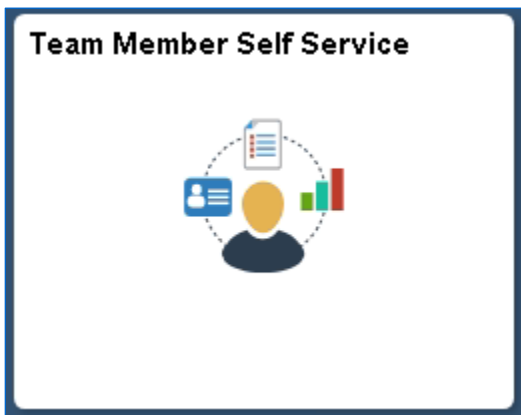
Procedure

Follow these steps to view your licenses:

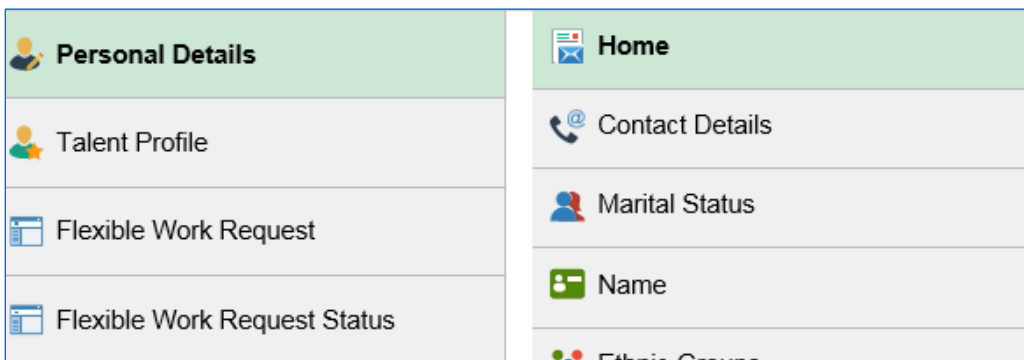
1. Access the **MyWay** system as follows:
 - a. Go to **The Exchange** at <http://www.hmhn.org>.
 - b. At the top right of the page, click the **MyWay** link.
 - c. Click the **Sign In** tile.
 - d. Enter your User ID and password and click the **Sign In** button.



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 ▾	Licenses
Certifications 3	Your current license information can be viewed here.
Licenses 1	To add additional license information email a copy of the below prior to expiration.
Education	
Honors & Awards	
Languages	
	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">License</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Certified Public Accountant License</div>
	Return to MyWay Homepage

5. Click the **Licenses** menu item.
6. To view the details of a license, click in the area of the specific license.

Licenses

Employee updates are not authorized for Licenses

Effective Date 04/24/2018

License Certified Public Accountant License

Status Active

Country United States

State New Jersey

Name Correction Due By

License Verified Yes

Expiration Date 12/31/2020

Receives Cert Pay No

Future Requirement No

Expected Date

Issue Date 12/03/1981

License Verification Status ACTIVE

License Number 20CC01061900

Issue By New Jersey Board of Accountancy

Updated Date 04/24/2018 8:15:24AM

Updated By BATCH

7. View the details of the license, including the expiration date. When you are finished close the tab from the top toolbar.

MyWay Team Member Self Service

8. View your licenses. Send any update requests to 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.