

## View Your Licenses – Quick Job Aid

**Note:** The only talent item you can update is language skills. Everything else is view-only. If you need to update any view-only area, including licenses, send an email to [HumanResources@Hackensackmeridian.org](mailto: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.
5. Click the **Licenses** menu item.
6. To view the details of a specific license, click in the area of a license. This is where you can view the expiration date of the license.
7. View your licenses. 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.