

AMADEUS SECURITY GUIDELINES

We wish to restate the guidelines towards Local Security Administration to safe guard and maintain protective business environment at your work place.

- ✓ Every travel counselor / any other staff member working on Amadeus in your office should have their individual sign-ins.
- ✓ Every sign should be password protected and password option should not be removed. All new signs should also be created with password option.
- ✓ Password must not be disclosed to other users and should be changed at regular intervals. We recommend that users log in to Amadeus using the sign-in window instead of cryptic/command page option.
- ✓ User/Login maintenance rights should be granted to the designated official(s) only.
- ✓ When a staff leaves your organization, his/her sign-in must be deleted immediately. Please do not allocate the sign-in of resigned staff to the new member(s)
- ✓ Users should sign out while they move away from their work station or not working on the Amadeus system.

For more details, contact your Amadeus Helpdesk

Amadeus Helpdesk	Live Chat Function in Amadeus selling Platform	Mail to Helpdesk	Know more about Amadeus	Amadeus Learning Universe
24 X 7 Access to Amadeus Helpdesk at Nationwide Toll free 1800-111-200	Connect to Amadeus Helpdesk through Live Chat Function in Amadeus Selling Platform	help@amadeus.in	www.amadeus.in	Learn Amadeus using Self-paced learning solution - Amadeus Learning Universe https://servicehub.amadeus.com/group/lms-central-learning