Password Reset Tool
User Enrollment Process

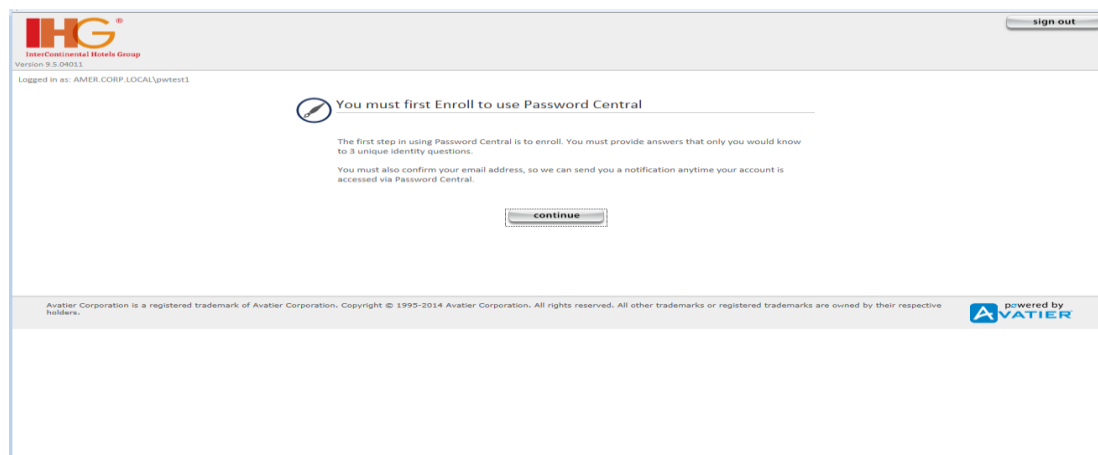|	
Overview	The Self-Service Reset Password Tool will allow you to reset your own password and unlock your account if needed. The document will walk you through the enrollment process.
Step 1	Click on this link: https://MyPassword.ihg.com
Step 2	Choose you domain and enter your User ID, read the "Privacy Policy & Terms of Use" and then click the "I agree" button.
Step 3	Click the "continue" button.

Step 4	Enter your current password and click the "continue" button.
Step 5	Choose the security questions you want to use and provide answers; click the "continue" button when you are done with the questions. **NOTE:** Question 3 will be the question you are asked by IHG Global Support if you call them for password assistance. Please do not provide sensitive information for this question.

Step 6

You have now completed the enrollment process. Click the "sign out" button.

NOTE: If you click on the "continue" button it will take you to your home page of the tool.