#### Property 1st EID application

HR邮件联系Vincent Khor为酒店GM开通EID，并赋予其System Administrator / approver的权限，以便GM可以使用franchise tools为酒店其他员工开通EID和各种万豪的系统

需要提供的信息：

First Name: xxxxx

Last Name: xxxxx

Birthday: 01-Oct-1980

System access: Property System Administrator

MARSHA CODE: XXXXX （可向齐总索取五位字母的代号）

Email: gm.xxxxx@ff.dossen.com (XXXXX为Marsha code，由万枫IT创建)

Title: XXXXX

邮件发送：Vincent.Khor@marriott.com; InternationalEIDRequests@marriott.com

抄送：robinhood.qi@dossen.com; Jacky.Du@marriott.com

---------------

*默认初始密码：*

姓氏首字母加上生日mmddyy格式，例如s090566

The password is set to the first letter of the EID holders last name (lower case), plus the mmddyy of their birth date.

Example: s090566. This user would have a last name beginning with s and a   
birth date of September 5, 1966.

---------------

*备注：*

你需要登录password challenge设置3个安全问题和答案。请记住您的安全问题和答案，因为如果您想重置您的密码，您将需要回答这3个安全问题。如果你不记得，你要打电话给Marriott Helpdesk重置密码与安全问题(+1 240 632 6000 option 4 then 2, or desktop.support@marriott.com）。它将花费你usd16.50每次重置。

You need to go to password challenge to enroll your EID and setup the 3 security question and answer. Please remembered your security question and answer, as if you want to reset your password, you will required to answer the 3 security question you enroll before. If you can’t recall, you need to call to Marriott Helpdesk to reset (+1 240 632 6000 option 4 then 2, or desktop.support@marriott.com). It will cost you USD16.50 per reset.