

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