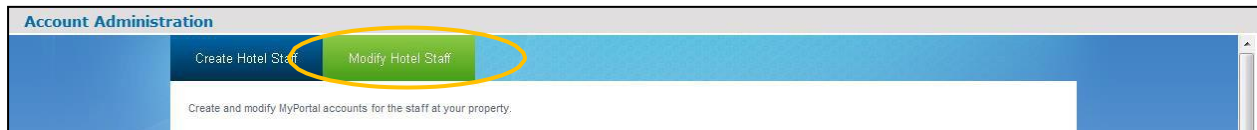


INTRODUCTION

To access the SoHO Learning Zone via MyPortal, all staff members must be given access via their MyPortal account. To do this, follow these steps below. Please note it will take between 24 and 48 hours for the staff member to see the SoHO Learning Zone link on MyPortal (under the Learn with SoHO navigation on the left hand side of the MyPortal homepage).

TO BEGIN

1. Log in to MyPortal at <http://myportal.wyn.com>
2. From the homepage, click **Manage My Business > Tools to Manage My Business > Administer MyPortal Accounts**
3. Click **Modify Hotel Staff** (Note: If you need to create a new MyPortal account, click **Create Hotel Staff** then follow these steps for SoHO Learning Zone access.)



SEARCH FOR USER ACCOUNT

You can search for a user account by first name, last name, job title, User ID or site #/property ID.

- (1) Click the **Search** button.

Modify Hotel Staff > Search User

User Account Information

First Name

Last Name

Job Title

Site #/Property ID

User ID

SEARCH RESULTS

- (1) Select a user that you would like to modify by clicking on **Select** under the **Actions** column.
- (2) If you do not see the user you are looking for on this page, please click on the page numbers (i.e. 2, 3) to continue your search. The page number that you are currently on will appear in green.

Search Results

Select a user to edit. If the user, is inactive or locked out (green or purple), you must reactivate them first.

2
1 2 3

Full Name	User ID	Title	Sites	Last Login	Actions
Jim Baldock	baldojim		06543		Select Delete Reset Password
Jennifer Brown	brownjen		06543		Select Delete Reset Password

ADD ACCESS TO THE SOHO LEARNING ZONE

- (1) Highlight **SoHo Learning Zone**
- (2) Click **Add** to give access to the SoHO Learning Zone.

The screenshot shows two columns of responsibilities. The left column, 'Available Responsibilities', lists: QA Central Franchisee User, QA Reports WHR Only, **SoHO Learning Zone** (highlighted in blue), Travelclick Comp Shop, Weekly STAR Report, and Wyndham Rewards Rate Ont In Form. A red box highlights the 'Add >' button between the columns. The right column, 'Assigned Responsibilities', lists: Brand Standards Portal, Commission Research View Only, Management Reports Franchisee User, Medallia, WRArrivalReport : WRArrivalReport User, and Wyndham Rewards eDesk Franchisee. The 'SoHO Learning Zone' is not explicitly visible in the assigned list, but the text indicates it would appear at the bottom.

- (3) Once you add this responsibility, it will appear at the bottom of the **Assigned Responsibilities** list on the right highlighted in green.
- (4) When you are finished modifying the user account click **Save**.

USER ACCOUNT DETAILS

- (1) Account modifications were saved. You can return to the Main Menu.

The screenshot shows a navigation bar with 'Create Hotel Staff' and 'Modify Hotel Staff' (highlighted in green). Below the bar, a message reads 'Modify WHG Account > Save Successful'. A section titled 'User Account Information Details' contains a red message: 'User account was saved successfully!'. Below this, user details are displayed: First Name: Bjorn, Last Name: Aaldering, Preferred Email: AaldeBjo@wynhg.com, and User ID: aaldebjo. A 'Return to Main Menu' button is located at the bottom right.

QUESTIONS?

If you have any questions regarding this, please contact your technical support at (888) 328-0000 for U.S and Canada. International properties please call +(506) 638-4609.