

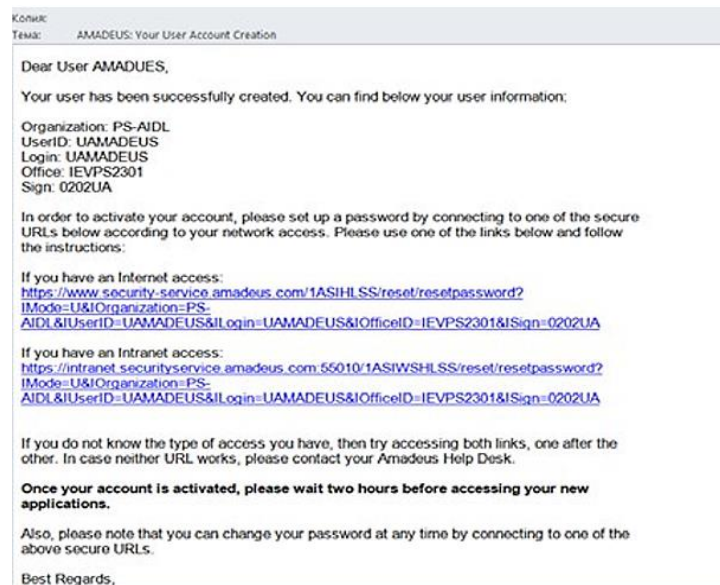


## User guide – Amadeus Altea access.

*How to activate your Amadeus account and log in*

1. First step is to activate your Amadeus account.

1.1. Once your account has been created you will receive mail from Amadeus Security Service with your own data – email example:



1.2. Please go to first link to activate your account, create your own password and confirm it.

## Amadeus Logon and Security Server

New Password Request

You are about to reset your password in: **PRODUCTION (PRD)**

Identification

Mode:

User Id:

Organization:

New password

New Password:

Confirmation:



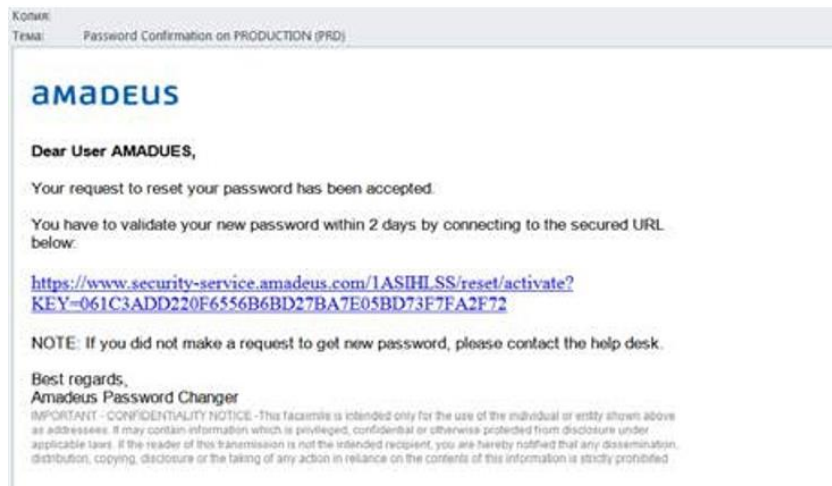
1.3. If you did all correct the system gives following response:

## Amadeus Logon and Security Server

### ✔ Your password request is accepted.

You will receive an e-mail with a link to confirm your password change.  
This action must be performed within 2 days. You cannot use your password until you validate it.

After that system will send you a new mail with link for password validation. Click this link and validate your password.





## Amadeus Logon and Security Server

System: PRODUCTION (PRD)

Identification

Mode: User + Organization

User Id: LIAMADEL5

Organization: PS-AIDL

Validate Password

Password: [masked]

Validate Password Exit

1.4. If you did all correct the system gives following response:

## Amadeus Logon and Security Server

### ✔ Password Validation Successful

Your password has been initialized.  
The user is activated.  
You can now log on Amadeus products.

Once your account is activated, **please wait two hours** before accessing your new applications.

- Also, please note that you can change your password at any time by connecting to one of the above secure URLs.
- To access Amadeus Altea production use this link:

[https://tc29.resdesktop.altea.amadeus.com/app\\_ard/apf/init/login?LANGUAGE=GB&SITE=EPSPIDL&MARKETS=ARDW\\_PROD\\_LP\\_INTER](https://tc29.resdesktop.altea.amadeus.com/app_ard/apf/init/login?LANGUAGE=GB&SITE=EPSPIDL&MARKETS=ARDW_PROD_LP_INTER)



3.1. Please insert your LOGIN into USERNAME field for access to Amadeus Altea.

**Amadeus**  
**Altéa Reservation Desktop**

Login

Please enter your details to log in.

Username: UAMADEUS

Password: \*\*\*\*\*

[Forgot your password?](#)

Sign in to default office

Remember me

Login Clear

3.2. System will send to your email the ACCESS CODE when you try to login to Amadeus Altea:

**Amadeus**  
**Altéa Reservation Desktop**

Login

An access code has been sent.  
Please enter the code and your credentials to sign in.

Access code:

Username: UAMADEUS

Password:

[Forgot your password?](#)

Sign in to default office

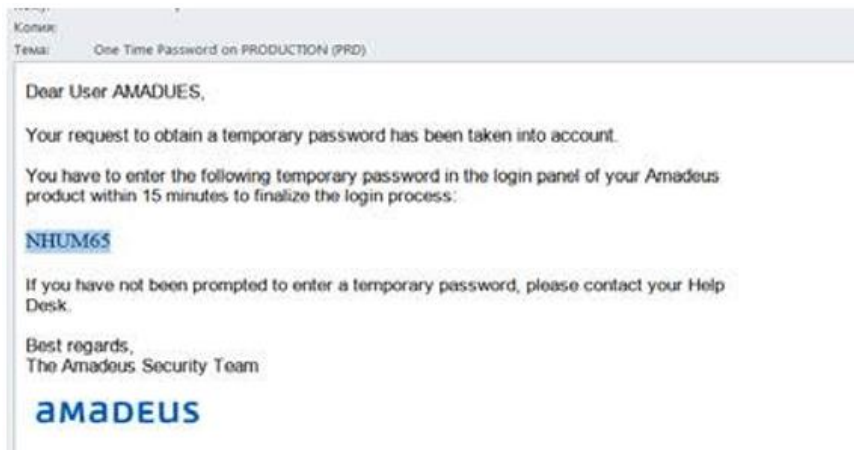
Remember me

Login Clear

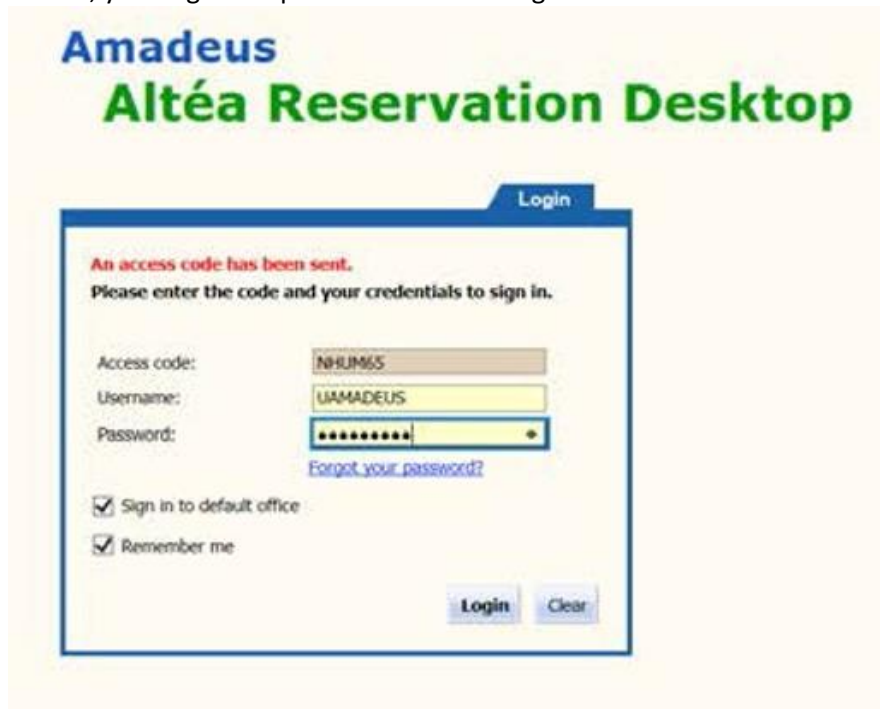


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3.3 Example of email with the ACCESS CODE:

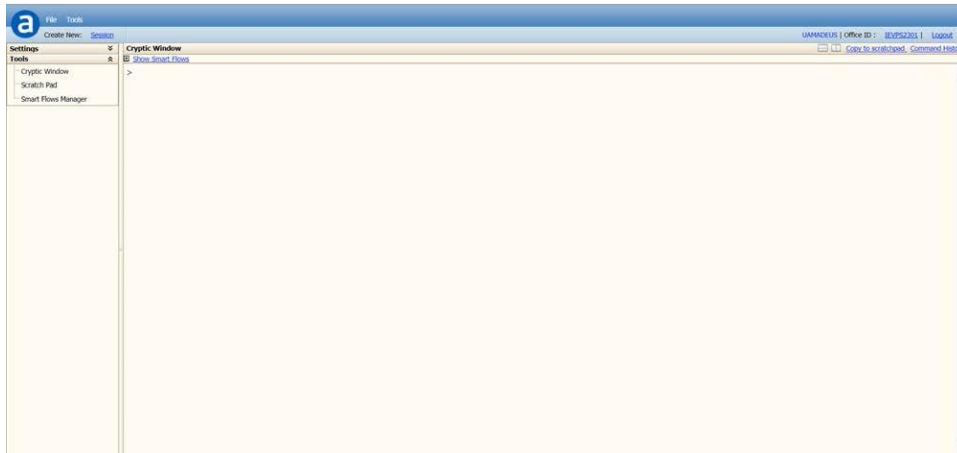


3.4 Please insert access code, your login and password and click login button.



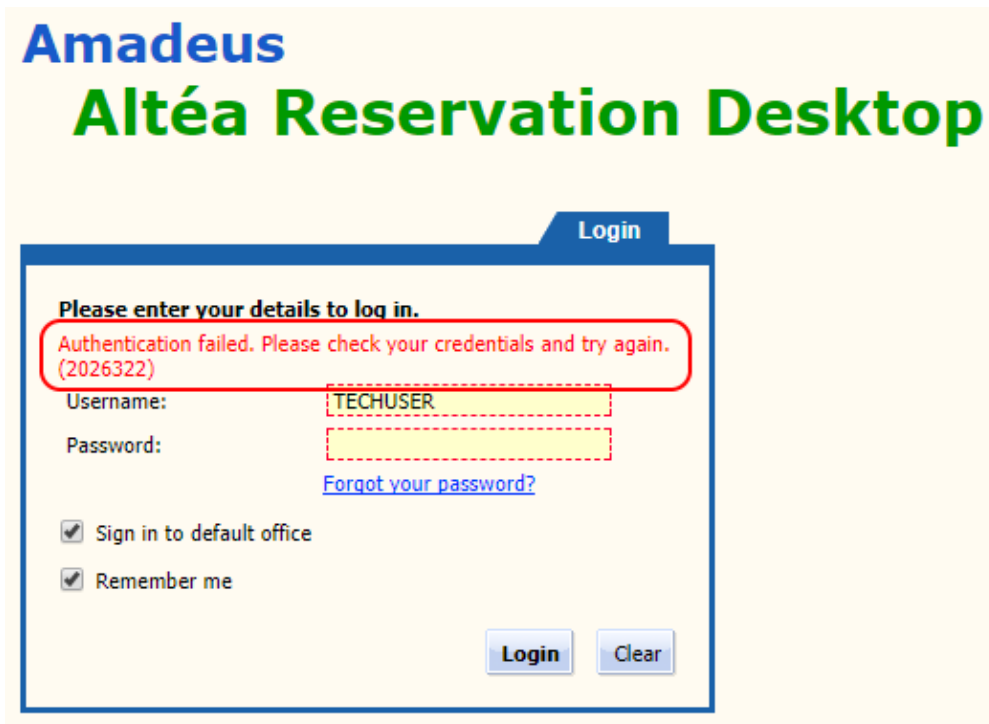


3.5 You have successfully entered in Amadeus! Congratulations!



4 **Troubleshooting:**

- 4.1 If you can open provided link, but can't log in – check red error message and act accordingly.  
For example:



The system indicates that Username or/and password is not correct.

You can reset password by using blue link “Forgot your password?”.

If you still have problems with logging into Amadeus Altea - send request to [Rescontrol@flyuia.com](mailto:Rescontrol@flyuia.com) with detailed description/screenshots.



4.2 If you can't open provided link:

- check your internet connection/other websites ;

- check if your computer/browser meets requirements:

— Client Software Minimum Requirement

- Windows 7, Windows 8
- Internet Browser:
  - IE 9+
  - IE11+ on windows 8 and above
  - Firefox 31+ < F52
- Java RE 1.7+

— Client Hardware Minimum Requirement

- CPU: Core 2 Duo
- RAM: 2Go

— Client Software Recommendation

- Internet Browser: IE 11

— Client Hardware Recommendation

- CPU: Core i3 (or above)
- RAM: 3Go (or above)

4.3 If you internet connection is up and you can access websites except Amadeus Altea – send request to [IThelp@flyuia.com](mailto:IThelp@flyuia.com) with detailed description/screenshots.



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