

**请选择您需要申请代码的系统 Please select the system which you need ID.**

☐ Oasis PMS    ☐ Oasis POS    ☐ Cloud Flex    ☐ Merlin ID (自助申请)  
☐ IHG Mail    ☐ Computer User    ☐ HISA User    ☐ Other \_\_\_\_\_

**请先阅读以下说明并签字 Please read the below statement carefully and sign.**

- 每个系统中的用户操作代码是每个使用相关系统的员工在所使用的系统中的唯一标识。系统可以通过此标识追踪使用者的操作记录。每个员工必须对自己在系统中的操作负责。  
In each computer system, every user can reserve one ID, which could be traced for the activity record. Operator should be responsible for his/her activity.
- 系统通过识别员工的操作代码和密码来保证使用安全。员工在系统中只能使用自己的操作代码。用户的操作代码和初始密码由电脑部或创建人员根据 IHG 的标准和系统的规则指定给员工。部分系统中, 员工可以在第一次登入系统后修改密码。  
To ensure the operator security, every ID has a password. The operator only can use his/her ID to login the system. Normally, IT Dept., or the creator assigns the ID and the initial password under IHG standard and system's rules. User can change the password after his/her first login in system.
- 离开工作岗位、下班时, 请退出自己的操作代码。  
It is recommended to logout or exit the system when you leave the computer or finish duty shift.
- 不要向其他用户透露自己的密码, 不要和其他用户共用操作代码。如果发现密码可能泄露, 请及时自行修改密码或联系电脑部。如果遗忘密码, 请联系电脑部。  
Don't disclose your password or share the ID with others. Feeling your password not safe, you should change the password ASAP. If you forget your password, contact IT Department.
- 根据 IHG 的操作规范, 至少每 3 个月修改一次密码。  
According IHG standard, password should be changed at least every three months.

我已了解并接受以上内容。

I have read the above statement and accept it.

**签名 Signature**

**请填写以下信息并请部门经理加签 Please fill in your information and agreed by your Department Head.**

酒店代码 Hotel InnCode _____	部门 Department _____	职位 Position _____
英文姓名 English Name _____	中文姓名 Name _____	申请日期 Date _____

员工EMP ID \_\_\_\_\_ (如需要)

**部门经理**

**财务总监**

**★ 总经理**

Approved by: \_\_\_\_\_ Approved by: \_\_\_\_\_ Approved by: \_\_\_\_\_

**以上信息填写完成并审批结束后, 请申请本人发送邮件申请开通。**

Please send email to apply for account opening when the above information is filled in and approved.

**\*邮件标题: \*\*\*\*酒店申请账号 邮件内容: 本审批文档作为附件内容。**

发送邮件到 Send an email to: [TMS.GC@ihg.com](mailto:TMS.GC@ihg.com)

**您的账号信息同样将会在一个工作日内通过邮件回复给您本人。**

Your account information will also be returned to you by email in one working day.