

Navigating the Hotel Excellence! Travel Agent Dashboard

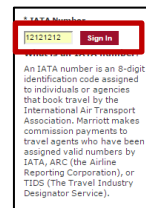
Hotel Excellence! Program Overview

The Hotel Excellence! online training is designed to help you, the professional travel consultant, navigate the ever-changing travel industry landscape, so you can help your clients choose hotels that best suit their needs and style. Travel agents need to recertify each year by ensuring that a) HE! Core training is completed and b) each current year's Continuing Education training is completed to maintain Fam-Tastic® benefits.

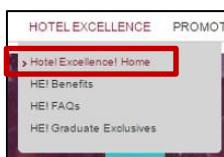
You can access more information about the Hotel Excellence! Program by visiting www.marriott.com/travelagents. Below is information to assist you with navigating the Hotel Excellence! Dashboard, which displays upon log-in of the site.

Accessing and Navigating the Hotel Excellence! Dashboard

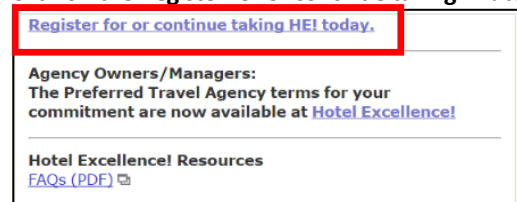
1. Go to www.marriott.com/travelagents
2. Enter your IATA number in the *IATA Number* field and click **Sign In**.



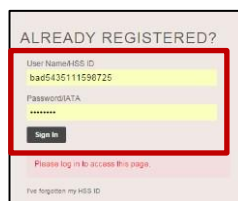
3. From the options at the top of the page, select **Hotel Excellence!**, then select the **Hotel Excellence! Home** link.

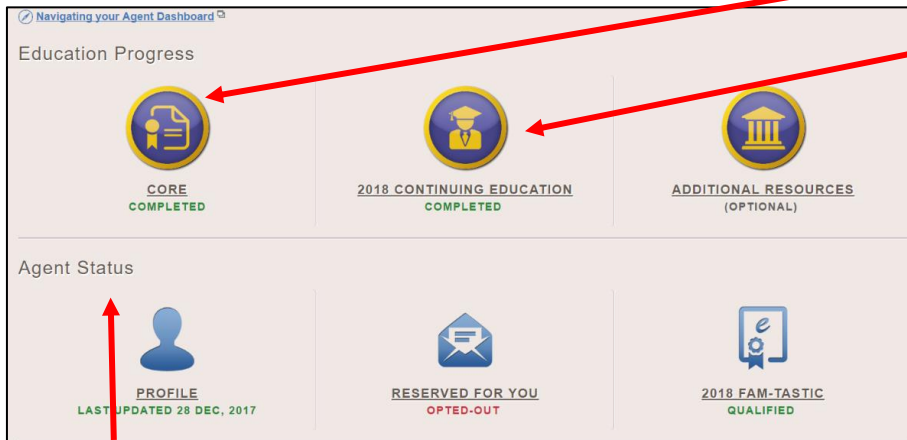


4. Click on the **Register for or continue taking HE!** today link.



5. In *Hotel Excellence!*, enter your **User Name** and your **Password/IATA** number. Click **Sign In**. *Note: If this is your first time logging onto Hotel Excellence!, click on the Register Now! Button and complete your personal profile.*





Your Dashboard will now display.

In the Education Progress row:

- Click the **Core** badge to access Hotel Excellence! Core training.
- Once you have completed the HE! Core training, click the **Continuing Education** badge to access additional training.
- Each badge will display your status and progress. (i.e., “not started”, “50% completed”, “completed”).

Note: There may be a 24-hour system update delay for some statuses.

In the Agent Status row:

- Click the **Profile** badge to update your profile information, identify your ARC, IATA, IATAN, TIDS or CLIA number and elect to receive emails from Hotel Excellence!.
- Click the **Reserved for You** badge to identify your Reserved for You eNewsletter status and elect to receive or discontinue receiving the Reserved for You eNewsletter. (You must complete the HE! Core training to receive the eNewsletter.)
- Click the Fam-Tastic® badge to view your Fam-Tastic® benefits status and usage.

Note: There may be a 24-hour system update delay for some statuses.

Resources

For questions about this document or general status inquiries, contact Intermediary Partner Care at hotel.excellence@marriott.com, or within the US at 1-800-831-3100, option 4; Non-US locations at 1-402-390-1651.