

# HR SYSTEM UPDATE

Dear Users,

We are excited to introduce MyRCLHome.com, our new *one-stop portal* for HR websites/tools.

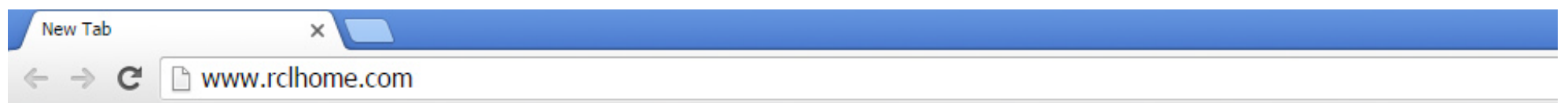
With MyRCLHome.com, you'll only have to remember one username and one password!

## One Login. All Systems.

**By December 18, 2015**, when you type in either RCLAnalytics.com, RCLCrew.com (TravelMart), RCLCrewTravel.com, or RCLCTRAC.com, you will be immediately redirected to MyRCLHome.com. This will also impact your login for the RCLCrewTravel mobile app. *Once you activate your new password for MyRCLHome.com, you will also need to use your new password to log in to the mobile app.*

**You'll need to register when you visit MyRCLHome.com for the first time:**

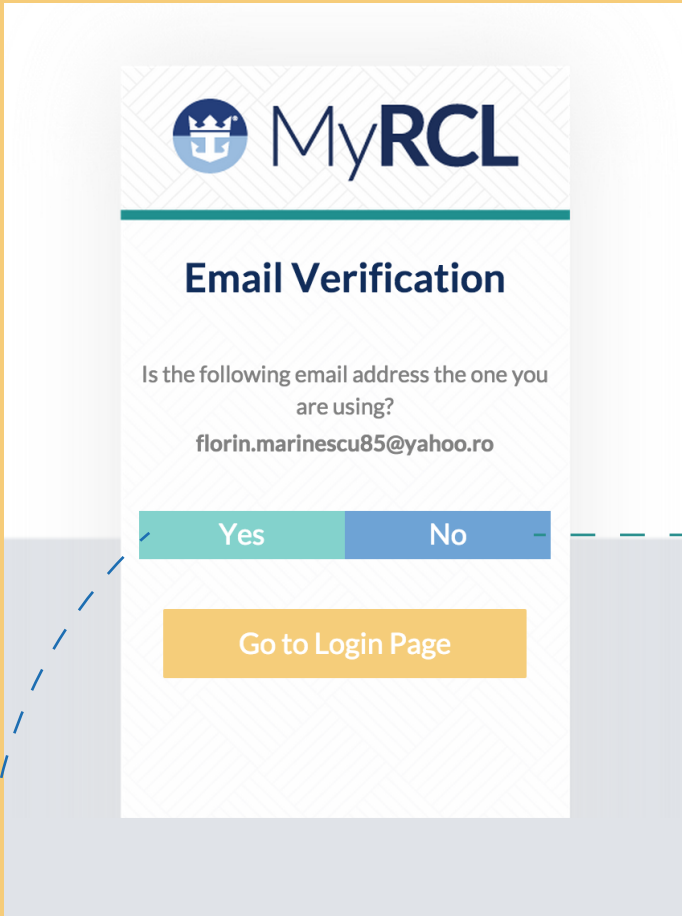
1. Launch a browser and go to **MyRCLHome.com**.



2. Enter your **system username** (e.g. employee ID, email address) and click **"Log In"**.

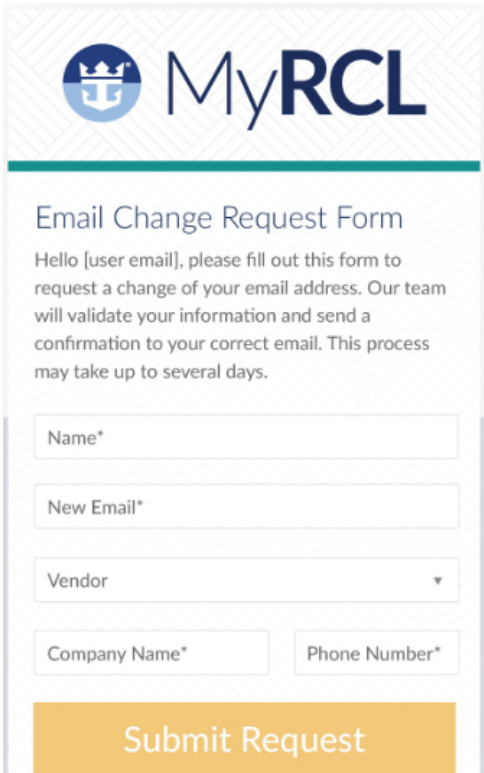
A detailed view of the MyRCL login form. At the top is the MyRCL logo. Below it is a dark blue banner with "WELCOME!" in white. The form has two input fields: "Username/ Email" and "Password", each with a corresponding icon (a person and a lock). Below the fields is a large orange "Log In" button. At the bottom, there is a link that says "Did you forget your password?".

3. Once you log in, the system will ask you to verify your email address. If your email is correct, click “Yes” and return to the login page. You can proceed to **step 4**. If your email is incorrect, click “No” and follow **steps 3a and 3b**.



3a. After you click “No”, you will be redirected to the Email Change Request Form. Please fill out the form with the required information and click “Submit Request.”

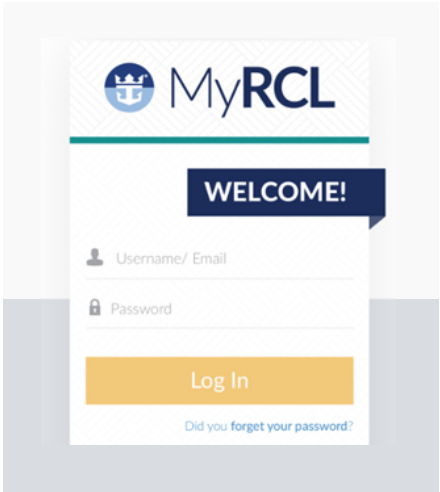
Wrong email?  
**Get help.**



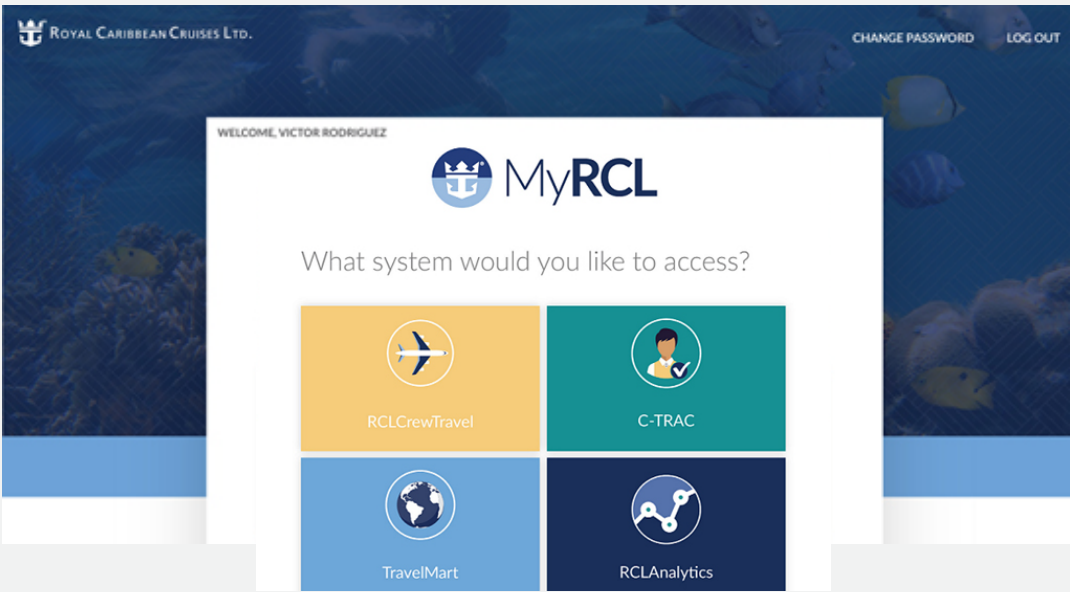
3b. Within five business days, you will receive an email confirming the new email address and your MyRCL password. Please proceed to **step 4**.

4. The system will email you a new password. Once you receive the password, return to the MyRCLHome.com login page, enter your **username/email address and the new password**, and click “Log In”. You can now start using MyRCL.

**IMPORTANT:**  
Once activated, you will also use this new password to log in to the RCLCrewTravel mobile app.



5. Choose the system you’d like to access.



**Note: You will only see the systems to which you have access.**

## FAQ

**Q. *Why must I change my password?***

**A.** In order to integrate the systems and to better secure information, we are requiring all users to comply with RCL IT security compliance requirements, and in order to do this, you must change your password.

**Q. *Will my RCLCrewTravel mobile app still work?***

**A.** Yes. However, once you activate your MyRCLHome.com login, you will need to use the same password to log in to the mobile app.

**Q. *How long will it take to change my email?***

**A.** We will confirm your new email and send you a new password within five (5) business days.

**Q. *Who should I contact for technical support?***

**A.** Please contact [shrss\\_support@rccl.com](mailto:shrss_support@rccl.com) for all technical issues or concerns.

**Remember, MyRCLHome.com will be at your service by December 18, 2015.**

***Please let us know if you have any questions and we would be glad to help.***

**We hope you'll enjoy your first look at MyRCLHome.com  
Expect bigger and better things to come. "Watch this space" - we'll have more  
exciting developments to share, soon!**

***Thank you for your cooperation as we continue to enhance your online experience.***

**Safe travels!**

**Your Employee Experience Team**