

Accor Photo Library

- Use to upload photos and images to Accor CMS
- Website is <https://www.accor-mediacycenter.com/indexUS.html>

- How to use Accor Photo Library
 - o Register using Banyan Tree corporate email
 - o Once registered, an email confirmation will be sent
 - o Confirm the email address

- How to modify images
 - o Make sure you know your hotel code
 - o Click on 'Web site update' button in the upper right corner
 - o Enter the hotel code and the location of the hotel
 - o Click 'Display photos' button
 - o Choose the property sections like 'Room', 'Restaurants' etc
 - o Click on 'Modify' button and choose which image to use

- How to upload images
 - o Make sure you know your hotel code
 - o Click on 'Web site update' button in the upper right corner
 - o Enter the hotel code and the location of the hotel
 - o Click 'Display photos' button
 - o Click 'Photo library update' button
 - o Click 'Add pictures'
 - o Make sure you also upload Intellectual Property form signed by the photographer

Accor AH Desk

- Login to VPN via VSSL - https://vssl-pro.accor.com/dana-na/auth/url_default/welcome.cgi?p=no%2Dcert
- Click on Inwebo External Account
- Enter your VSSL info
- Authenticate via your mobile Inwebo Authenticator
- Click on 'AH Desk'
- Enter AH Desk login and Password

- How to edit text contents in AH Desk
 - o Use hotel code to search for the hotel you want to edit
 - o Go to 'Hotel Descriptive Contents'
 - o Choose the contents you want to edit
 - o Click 'Edit' button
 - o Click 'Save' after editing