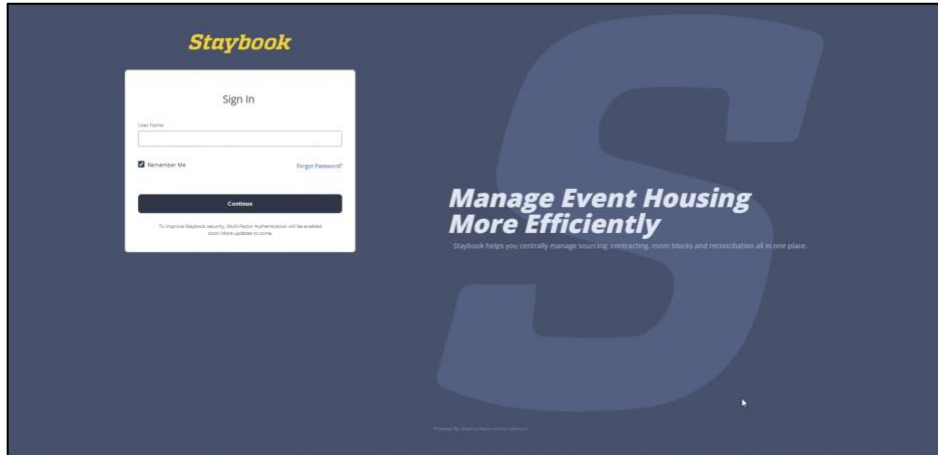


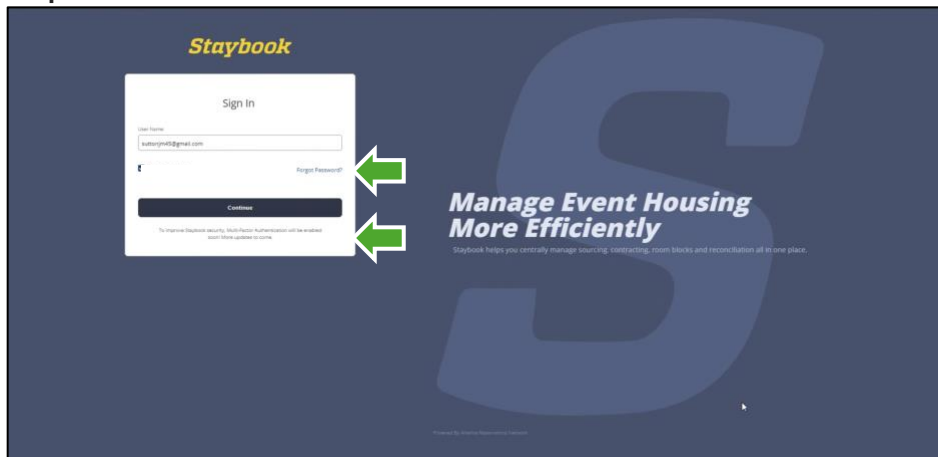
## How to Login to Staybook with MFA

*\*If you experience difficulties, contact us at: [groups@allresnet.com](mailto:groups@allresnet.com)*

**Step 1:** Navigate to Staybook: <https://groups.alliancereservations.com/Login.aspx?ReturnUrl=%2f>



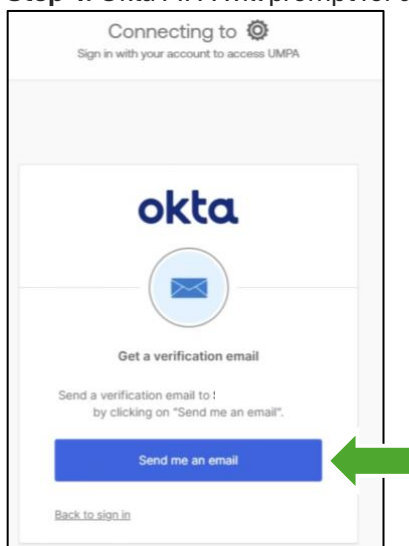
**Step 2:** Enter Email into the User Name field and click “Continue”



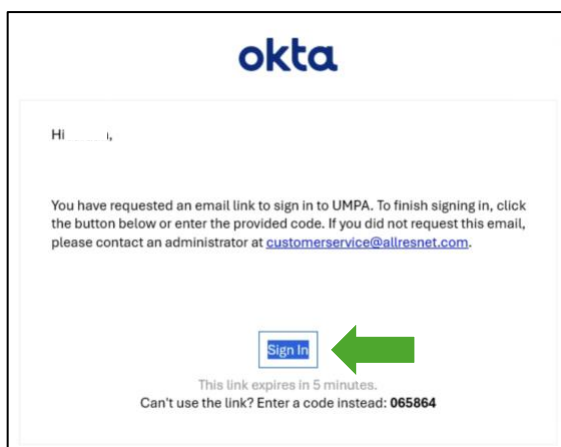
**Step 3:** Enter password and click “Sign In”



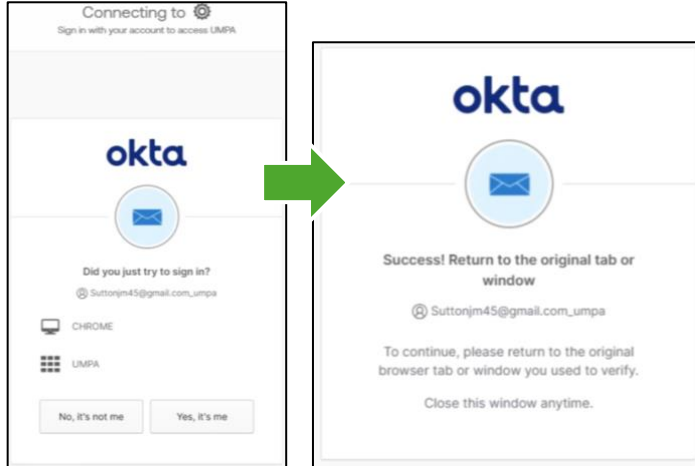
**Step 4:** Okta MFA will prompt for a second authentication. Click “Send me an email”, to receive MFA email



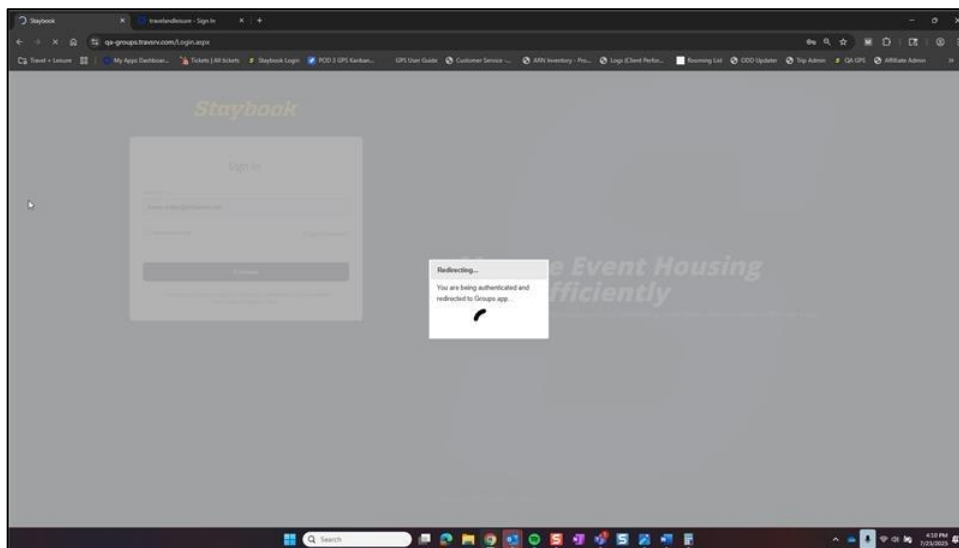
**Step 5:** Okta MFA email will be sent to user’s email. Note: Check junk or spam folders



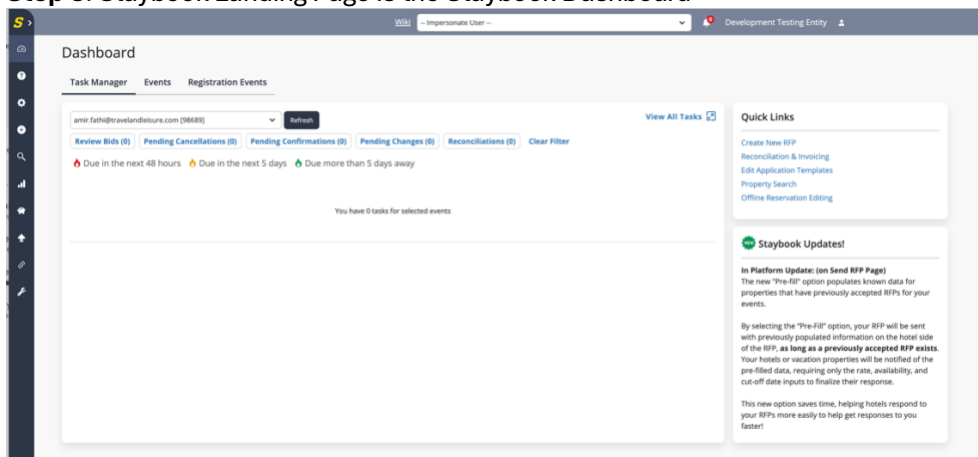
**Step 6:** Users will be redirected to the Okta MFA Acknowledgement window, click “Yes, its me”. A success window shows when user is successfully authenticated



**Step 7:** Navigate back to the original sign in tab. Users will be automatically signed in.



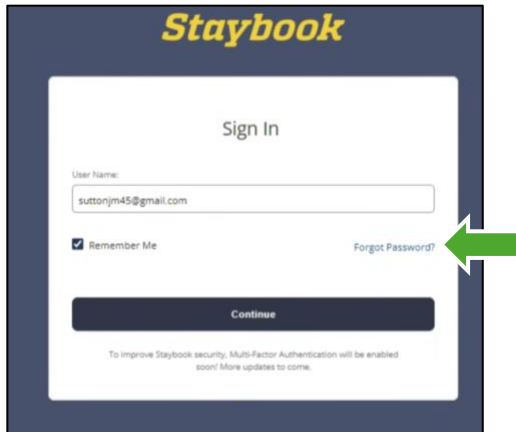
**Step 8:** Staybook Landing Page is the Staybook Dashboard





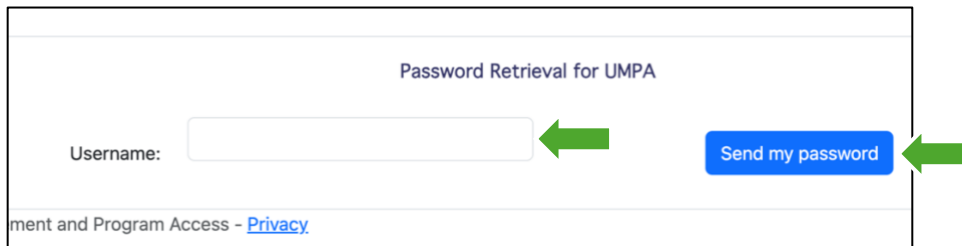
## Forgot Password:

**Step 1:** Click Forgot Password



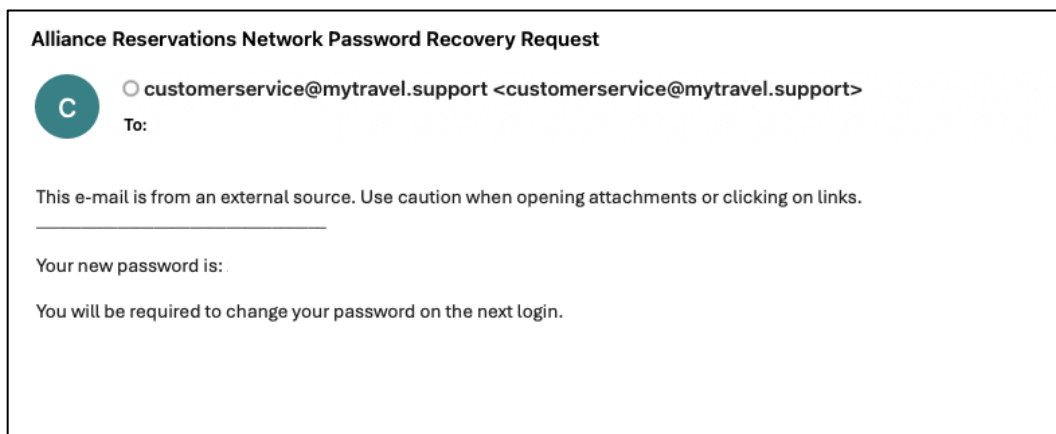
The image shows the Staybook Sign In page. At the top is the Staybook logo. Below it is a 'Sign In' section with a 'User Name:' label and a text input field containing 'suttonjm45@gmail.com'. There is a 'Remember Me' checkbox which is checked, and a 'Forgot Password?' link to its right. A green arrow points to the 'Forgot Password?' link. Below the input field is a dark 'Continue' button. At the bottom, there is a small note: 'To improve Staybook security, Multi-Factor Authentication will be enabled soon! More updates to come.'

**Step 2:** Enter email into the Username field and click “Send my password”



The image shows the 'Password Retrieval for UMPA' page. It has a 'Username:' label and a text input field. A green arrow points to the input field. To the right of the input field is a blue 'Send my password' button, with another green arrow pointing to it. At the bottom, there is a link: 'ment and Program Access - [Privacy](#)'.

**Step 3:** A temporary password reset email will be set. Note: check the spam/junk folder.



The image shows an email titled 'Alliance Reservations Network Password Recovery Request'. The sender is 'customerservice@mytravel.support <customerservice@mytravel.support>' with a circular profile picture containing the letter 'C'. The email body starts with 'To:' followed by a line separator. Below the separator, it says 'This e-mail is from an external source. Use caution when opening attachments or clicking on links.' Then it says 'Your new password is:' followed by a line separator. Finally, it says 'You will be required to change your password on the next login.'

**Step 4:** Enter the temporary password into the Staybook Login Portal



**Step 5:** Password Reset flow will ask for the temporary password and new password. Click “Save” once new password has been entered.

### Change Password

Your new password must contain at least 12 characters, one uppercase letter, one lowercase letter, one special character and a digit.

Current Password:

Create New Password:

Confirm New Password:

**Step 5:** Login on the main login page with the new password.

