



User Registration

Adding App Access

myLQA Access can be given to any web user. On the LQA website, navigate to **Management > Manage Users**, search for the desired user, then **EDIT**.

myLQA Monthly Hotel Secret Key
ENDURE

myLQA Licenses Available
1845/1999

Search: Reggie

Name	Email	Type	Access Level	User Level	User Access	Platform Type	Actions
Stration, Reggie	rva4486@gmail.com	Hotel User	Sample Hotel A			Web	EDIT

Note: The **Hotel Secret Key** is always visible on the Manage Users page.

App active

App Access

App Invite Delivery Method: Email

Job Title

Level: Select Level

User Access: Select Level

Select **App Active** and designate **App Access**.

Job Title and **Level** are for identification purposes only.

User Access limits which elements of the LQA Reports the user is able to view.



User Registration

Adding App Access

Next, ensure that the user is given **App Access & Privileges**. Add the desired groups and properties.

Remember to click the blue **Add** button for both the **User Access** line and **Licensing Hotel** line.

When finished, click **Update User** to save, which will trigger an email invitation to the address on file for that user.

User Access & Privileges

User management ⓘ Admin

User type Hotel User

Client level user can see all hotel audits completed for that client
Brand level user can see all audits for the listed brands
Regional level user can see all hotels within a set of brands that are also within a defined region
Hotel level user can see all individual hotels they are provided access to on a one-off basis

User access

Start typing to select a brand... Start typing to select a hotel... Add

myLQA Sample Hotel Group, Sample Hotel A X

App Access & Privileges

User access

myLQA Sample Hotel Group LQA Sample Hotel A Add

Licensing Hotel ⓘ

Add



App Access & Privileges

User access

Start typing to select a brand... Start typing to select a hotel... Add

myLQA Sample Hotel Group, Sample Hotel A X

Licensing Hotel ⓘ

Sample Hotel A, myLQA Sample Hotel Group Add


myLQA Sample Hotel Group, Sample Hotel A X

Update user Cancel without saving



User Registration

First Time User Registration



Welcome to myLQA



Hi ,

We're excited to support your luxury hospitality career. To start, enter your unique registration code below to create your account.


Please have your admin provide you with the Hotel Secret Key, which can be found on the LQA website under the "Manage Users" section in the myLQA tab.

If you have any questions or need assistance, our support team is always here for you. You can contact them by emailing <mailto:support@mylqa.com>.

See you inside the app!




The invited user will receive a welcome email that includes their 6-character access code and a link to download the myLQA App.



Please fill out this field.

Own your Hospitality Journey

or

 +1

SHOW

Forgot Password?

The user's website credentials will not automatically work for the app.

When signing in for the first time, the user must select **Register**.



User Registration

First Time User Registration

The user's unique **Activation Code** (received by email) is entered on the top. The **Hotel Secret Key** must be provided by a website admin.

The registration process consists of three main steps:

- Verification:** The user enters their unique Activation Code and the Hotel Secret Key provided by the website admin. A **Verify** button is at the bottom.
- Registration:** The user registers with Sample Hotel A (Reggie Stration). They provide contact information (Email: rva4486@gmail.com) and agree to the Terms of Service and Privacy Policy. A **Register** button is at the bottom.
- Success:** The user has successfully registered their membership. They are prompted to reenter their credentials to start their myLQA Journey. Fields for email, mobile phone number, and password are provided. A **Start Using myLQA** button is at the bottom.

After clicking **register**, the user can **log into myLQA** using their website credentials.

Additionally, the user can opt to create their own free **myLQA Membership** on their profile page, which will allow them to take their achievements and profile with them on their hospitality journey.

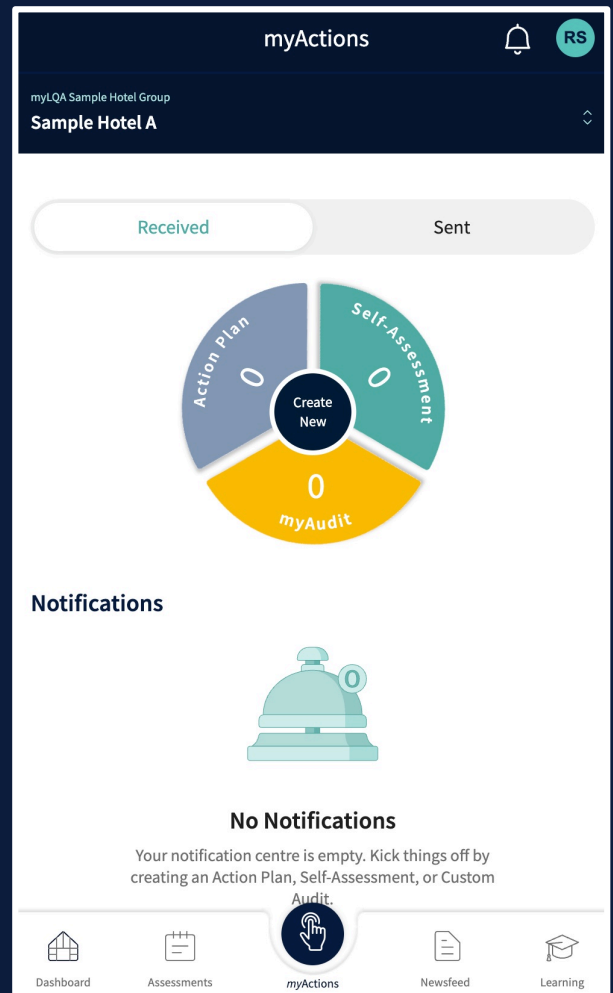
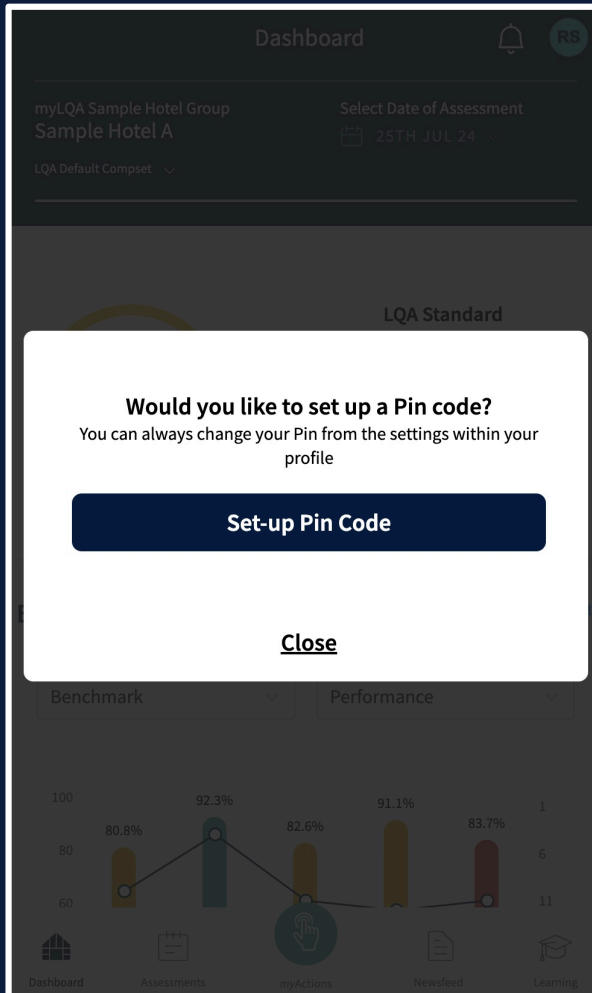
Note: The Activation Code can also be seen when editing a user's web profile, and the Hotel Secret Key is always visible on the Manage Users tab of the web dashboard.



User Registration

First Time User Registration

Upon signing in for the first time, the user will be invited to set up a PIN code, which makes future sign-ins quick and easy.



The user registration process is now complete! As a reminder, all user app access is managed by the website admin through the LQA dashboard.

If you are experiencing any issues completing the registration process, please contact us: info@mylqa.com