Assignment Confirmation Tool (ACT)

ACT simplifies the process of securing your new assignment. Here's how ACT and the Assignment Confirmation process work:

LOGGING IN:

The Assignment Confirmation Tool will automatically appear in your RCLCrewTravel (RCT) account after you receive your assignment.



Log into MyRCLHome > select RCLCrewTravel.





Click **Please confirm your** assignment.



After clicking **Please confirm your assignment**, you will be able to view the details of your new assignment, including:

- Ship and Sign-on Date
- Required documents and their status
- Deadline for the submission of your documents







Click Confirm to accept your assignment. Clicking on Confirm will update your Assignment Confirmation status to Pending Documents.

Click on **Confirm** to inform us that you will be able to join on the indicated sign-on date. If for any reason you won't be able to join as scheduled, click on Decline and please contact your scheduler via the RCLCrewTravel Contact Us tool. Please keep in mind that you can confirm your new assignment as soon as it becomes available. If you

decide to Decline the assignment, we cannot guarantee how soon we'll be able to provide you with a new one.



Click Accept to confirm after reading the Reminders.

Reminders	8
This is to confirm that I have read the below and understood the content:	
Shipboard employees and applicants are prohibited from, directly or indirectly, giving, promising or offering linibes to any person.	
Samilarly, employees managing onkoweding, incruitment, is heakaling or any employee/applicant teachpoint functions at our global offices worklywide are also prohibited from resparsting, agreeing to receive or accepting linkes from any person.	
If any of these red flags or similar questionable circumstances arise either prior to, during or after the course of your engagement with a co-employee, raise your concern through the following tracetyperits:	
Report Online - www.reportine-web.com/jaware Send an Email - BCLAWABEIIItnwine.com Call Toll Free - Shoresase - BBS-81 AWARE (BBS-812-9273) - Shipbourd - **BB	
Accept Cancel	