

## Identity Management Password Reset Process

**FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN LOCKING YOUR ACCOUNT AND LOSING ACCESS TO ALL ARAMARK RESOURCES.**

- *Please turn off any smart phone or tablet that you use to access ARAMARK email or ARAMARK Wi-Fi networks.*
- *Please print these instructions before you begin.*
- *Please note that the User Name and Password established through this process will be the same User Name and Password used to access the ARAMARK network.*

Go to: <https://people.aramark.net/>

Step 1: Click on “First Time Users Click Here”



<a href="#">Access Manager Self Service</a>
<a href="#">CORE HR</a> (Must be connected via MyApps if working remotely)
<a href="#">First Time Users Click Here</a>
<a href="#">Forgot your Username or Password?</a>

[Español](#)

[Français](#)

Step 2: Read these directions and then click “Click Here to Continue”.



## IMPORTANT - FIRST TIME USER

READ THE FOLLOWING BEFORE PROCEEDING

### Step One:

Turn off any smart phone or tablet that you use to access ARAMARK email or ARAMARK wireless networks.

### Step Two:

Obtain a copy of a recent pay stub or some other document that has your employee number on it. Click the following applicable link to see an example of where your employee number can be found on your paystub [Example of US Paystub](#) or [Example of Canada Paystub](#).

### Step Three:

During this first logon process, you will need to setup a password to access Aramark resources. Enter in the required information, and you will be prompted to select a new password.

Once you have finished changing your password, please restart your computer. If you are utilizing a smart phone or tablet to access Aramark resources, when prompted, please update the device with your new password.

[See Detailed Instructions](#)

[CLICK HERE TO CONTINUE](#)

(Certain versions of Internet Explorer may experience an issue displaying the change password page. If this happens, please click the refresh button.)

Step 3: Complete the fields as directed, and then click "Submit".

Complete the following fields to look up your username and reset your password. You must enter the values exactly as instructed on the [previous page](#).

Employee ID Number:

First Name:

Last Name:

Birth Day:

Enter the moving letters seen in the box on the right:

**RYE**

Submit

[Español](#) [Français](#)

Step 4: In the fields labeled "Enter New Password" and "Re-Enter New Password", enter the password you will use for the ARAMARK network (ex: the password you use for ARAMARK email and Armark.net).

Step 5: Click submit.

Your User Name is: Lastname-Firstname@aramark.com

Please change your password below.

Enter new Password:

Re-Enter New Password:

Password must be at least 8 characters.  
Password must contain at least one uppercase letter.  
Password must contain at least one lowercase letter.  
Password must contain at least one number.

Submit



When you see this screen, you have successfully established your credentials and linked your HCMS and ARAMARK network user name and passwords.

You can now log on to HCMS by going to <https://people.aramark.net/> and clicking on the appropriate application (Core HR or Manager Self Service).

Core HR Users ONLY: Please remember, if you are not connected to an ARAMARK network connection, you must log-on to My Apps prior to logging into the Core HR application.