

Temporary Password Reset Instructions

1. Go to Sysco.workspaceoneaccess.com or scan the QR code to the right from your smartphone.
2. Enter your Sysco Network ID (provided in this brochure) and then click *Next*.
3. On the next screen, enter your temporary password in the *Password* field.
4. Enter your temporary password again in the *Old Password* field and then click *Sign in*. After this, you will no longer use your temporary password.
5. In the *New Password* field, enter a new password:
 - Passwords must be a minimum of ten characters and contain at least three of the following: an upper case letter, a lower case letter, a number and one of these special characters: @, %, \$ or _.
 - You cannot use any other special characters.
 - New passwords cannot be one of your six previous passwords.
6. Re-enter your new password in the *Re-type Password* field.
7. Click *Sign-in* to change your password. Once your password is changed, close the browser window.

To reset your temporary password from your smartphone, scan this QR code.



If you need assistance, scan this QR code, go to SyscoBenefits.com/SSPR or call the Sysco Service Desk at **866-981-1190**.

