

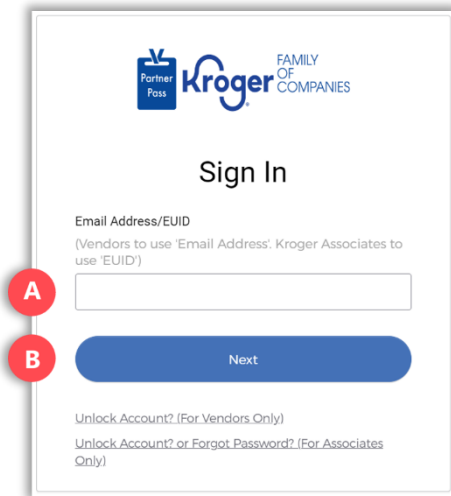
Deactivate a User

Organizations are expected to keep the active users in their organizations up to date.



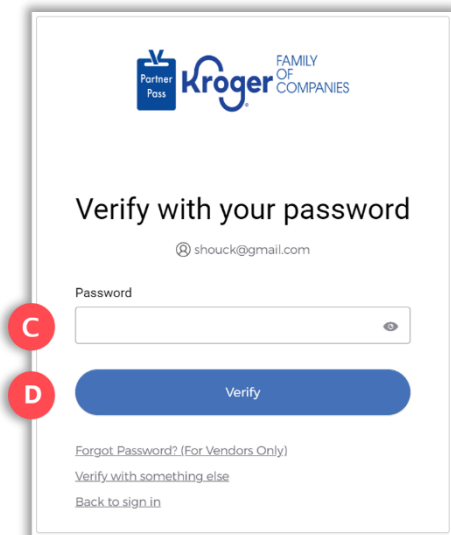
External admin users are responsible for deactivating any users that are no longer employed by the organization.

1. Navigate to <https://partnerpass.krogerapps.com/>
2. Enter your **Email Address (A)**.
3. Click **Next (B)**.



The screenshot shows the 'Sign In' page of the Partner Pass system. At the top left is the Partner Pass logo and the Kroger Family of Companies logo. The title 'Sign In' is centered. Below it is a text input field labeled 'Email Address/EUID' with a note: '(Vendors to use 'Email Address'; Kroger Associates to use 'EUID')'. A red circle with the letter 'A' is next to this field. Below the field is a blue 'Next' button with a red circle and the letter 'B' next to it. At the bottom, there are two links: 'Unlock Account? (For Vendors Only)' and 'Unlock Account? or Forgot Password? (For Associates Only)'.

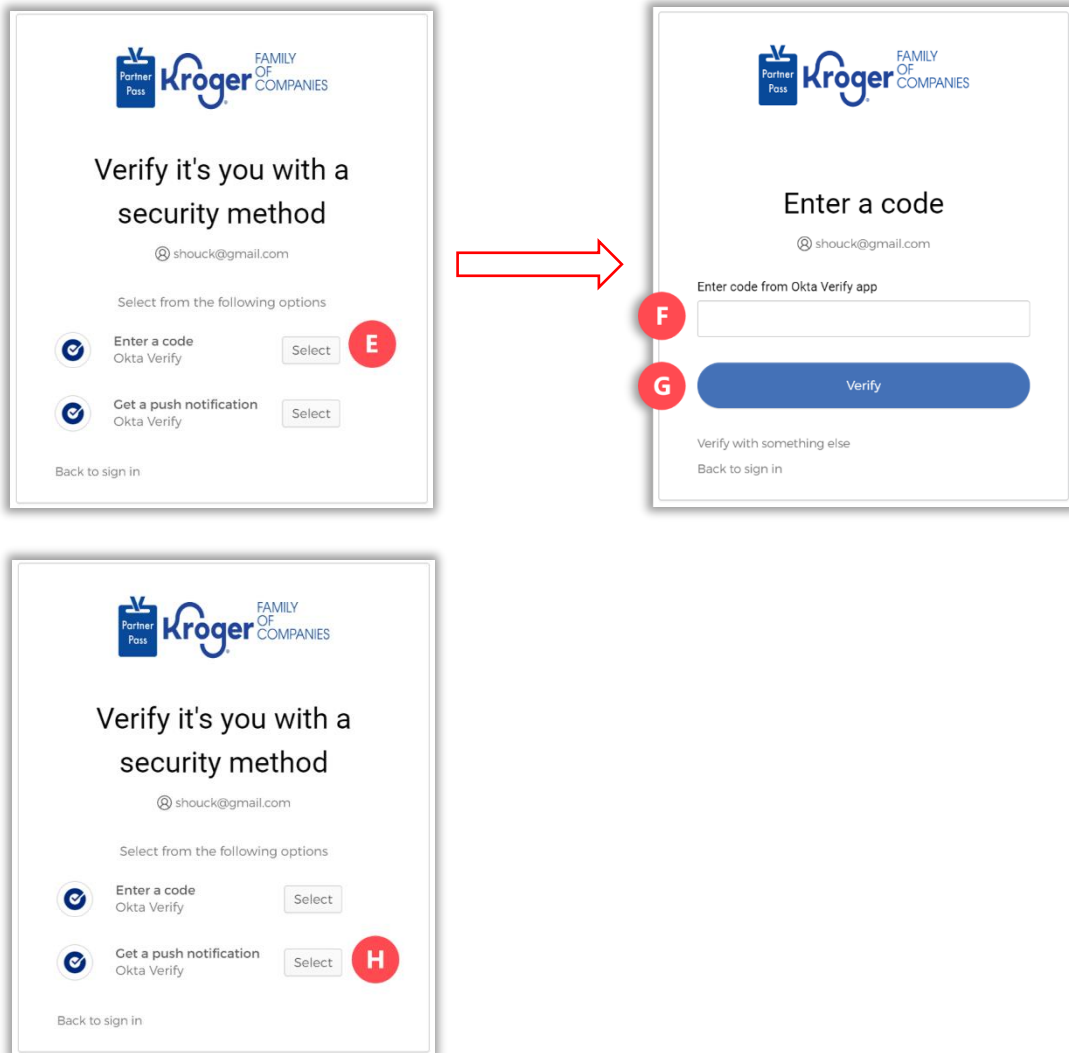
4. Enter your **Password (C)**.
5. Click **Verify (D)**.



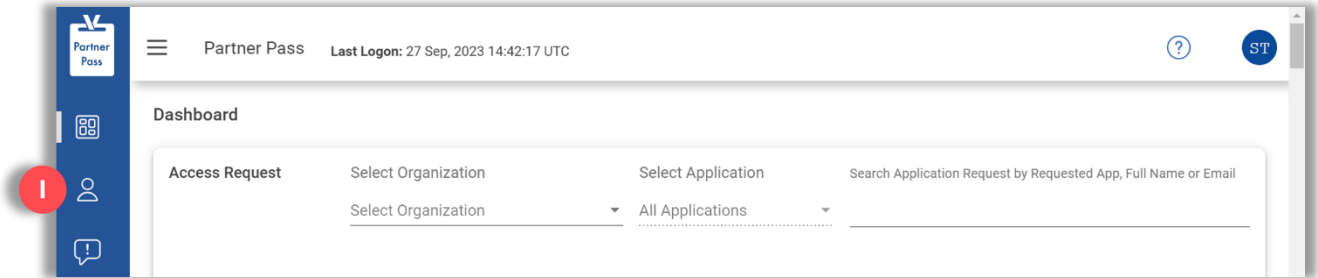
The screenshot shows the 'Verify with your password' page. At the top left is the Partner Pass logo and the Kroger Family of Companies logo. The title 'Verify with your password' is centered. Below it is the email address '@shouck@gmail.com'. There is a password input field with a red circle and the letter 'C' next to it. Below the field is a blue 'Verify' button with a red circle and the letter 'D' next to it. At the bottom, there are three links: 'Forgot Password? (For Vendors Only)', 'Verify with something else', and 'Back to sign in'.

6. Use the below table to determine the next step:

To:	Do this:
Enter a code	<ul style="list-style-type: none"> Click Select (E) for Enter a Code. On your device, open the Okta Verify App. Enter the 6-digit code displayed on your device into the Enter code field (F) on the Partner Pass screen. <p>Note: A new code is generated every 30 seconds.</p> <ul style="list-style-type: none"> Click Verify (G). You are now logged into Partner Pass.
Get a push notification	<ul style="list-style-type: none"> Click Select (H) for Get a push notification. On your device, click Yes, it's me. You are now logged into Partner Pass.

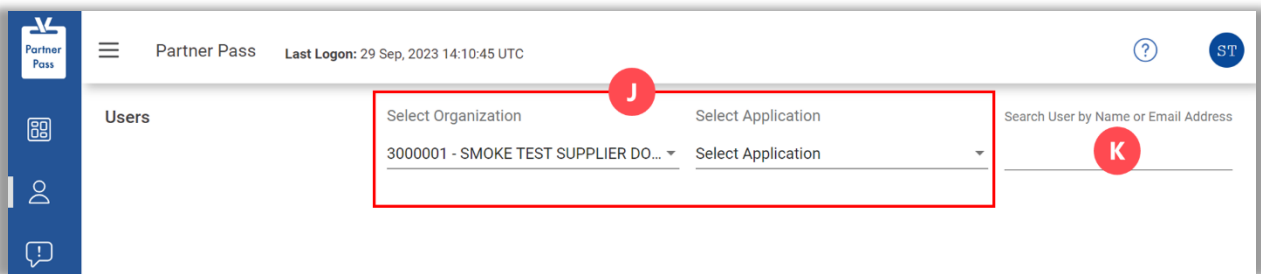


7. Click the **Users icon (I)**.

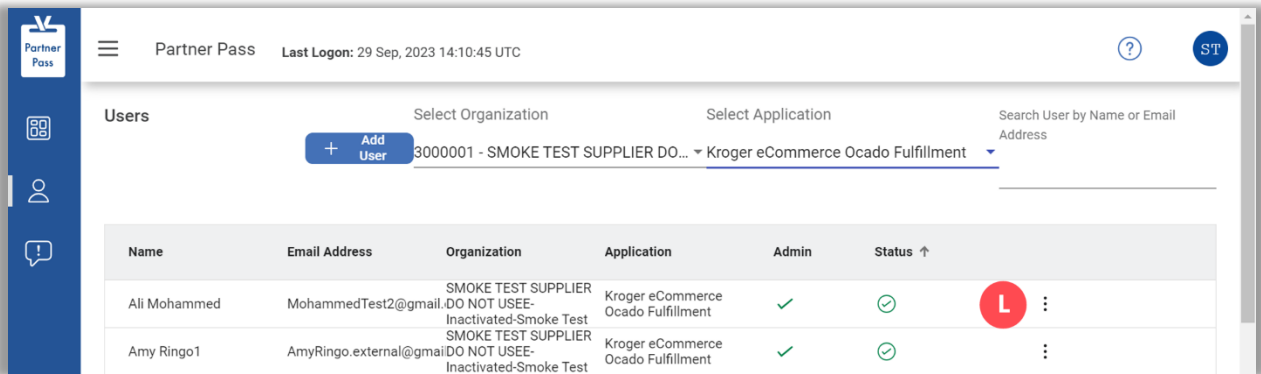


8. Select the **Organization or Application (J)**.

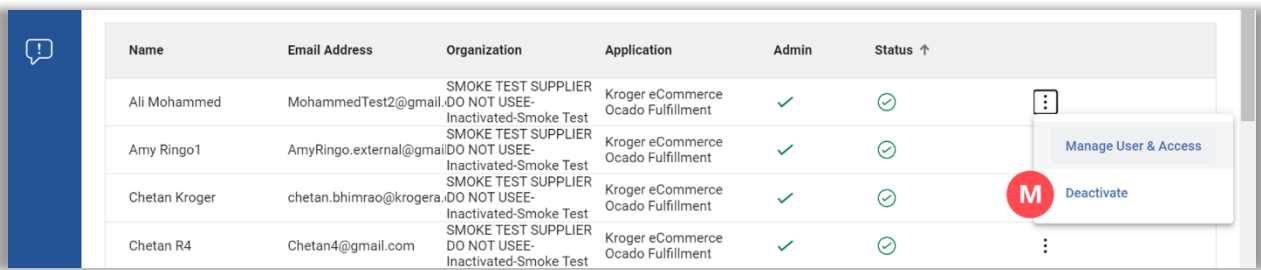
9. If necessary, **search (K)** by name or email address.



10. Click the **3 dots (L)** for the user you want to deactivate.

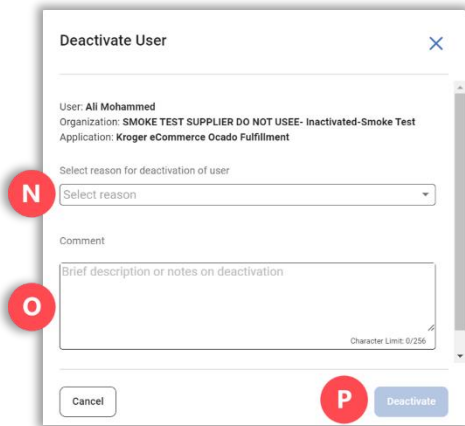


11. Click **Deactivate (M)**.



12. Select a **reason (N)**.
13. Enter any necessary **comments (O)**.
14. Click **Deactivate (P)**.

Note: The Deactivate button will become active after a reason is selected.



Deactivate User

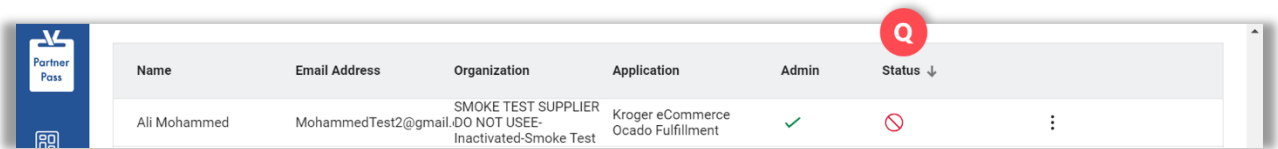
User: Ali Mohammed
 Organization: SMOKE TEST SUPPLIER DO NOT USEE- Inactivated-Smoke Test
 Application: Kroger eCommerce Ocado Fulfillment

Select reason for deactivation of user
 Select reason

Comment
 Brief description or notes on deactivation
 Character Limit: 0/256

Cancel Deactivate

15. The user's **Status (Q)** will change to deactivated.



Name	Email Address	Organization	Application	Admin	Status ↓
Ali Mohammed	MohammedTest2@gmail.com	SMOKE TEST SUPPLIER DO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	✓	✗