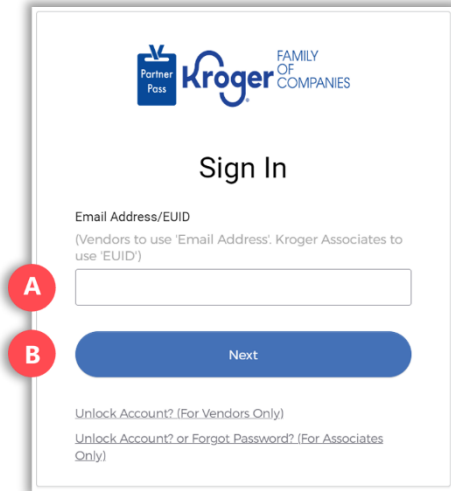


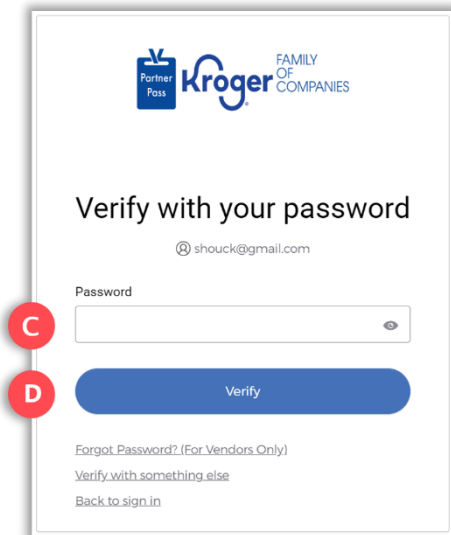
Assign Admin Access

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 at the top right is 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 red circle 'A' next to it. A note below the field says '(Vendors to use 'Email Address'. Kroger Associates to use 'EUID')'. Below the field is a blue 'Next' button with a red circle '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)'.

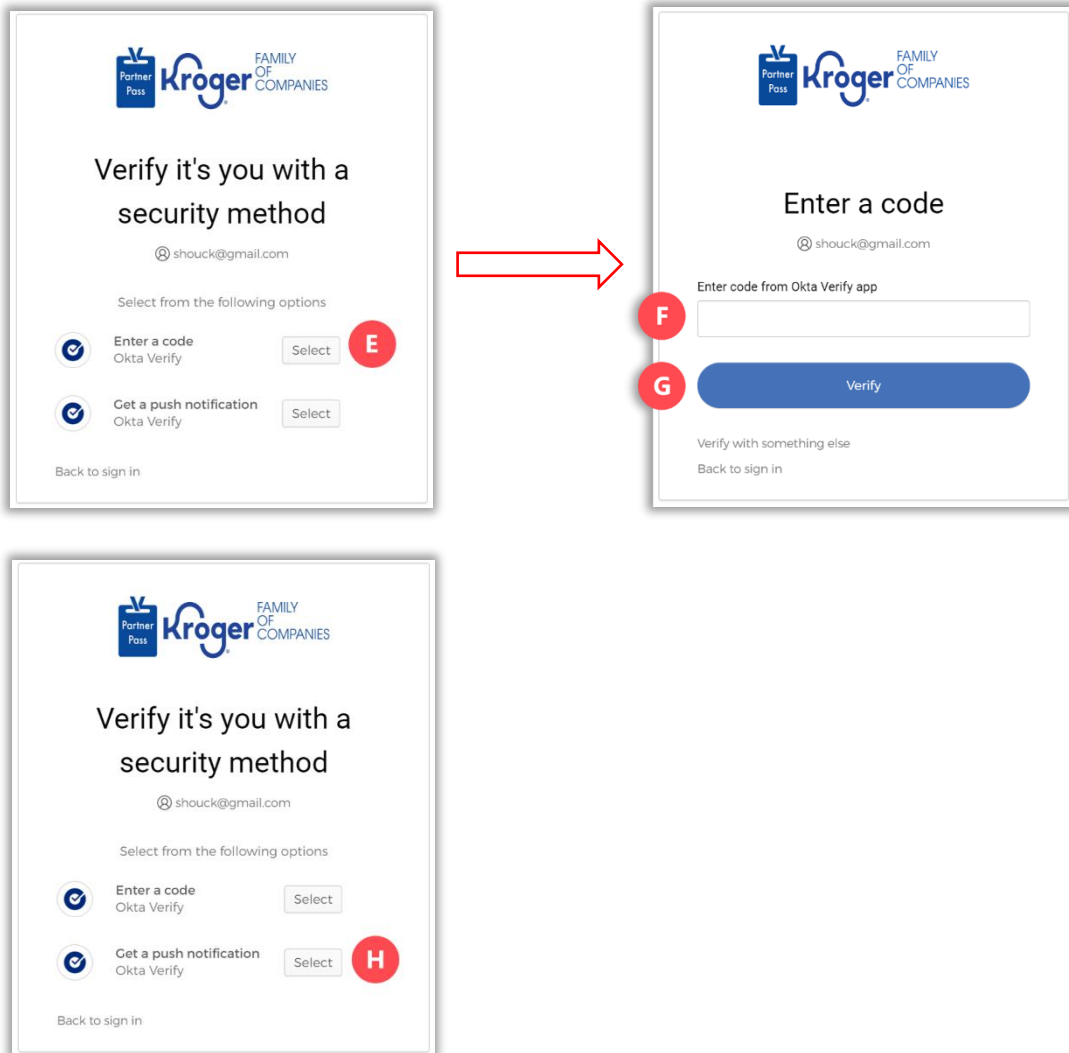
4. Enter your **Password (C)**.
5. Click **Verify (D)**.



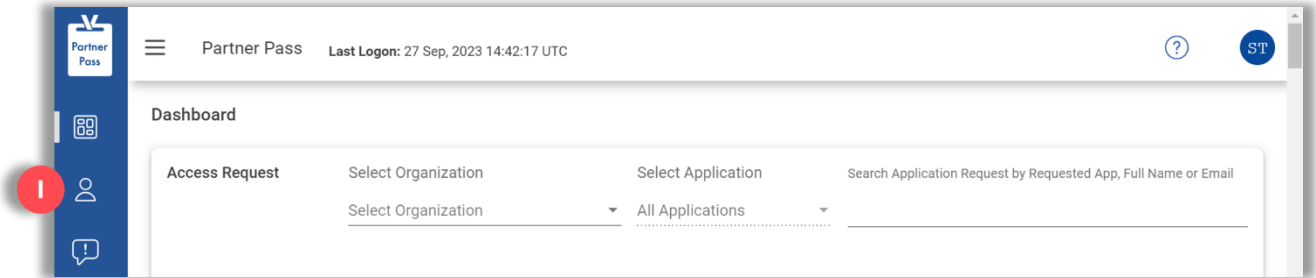
The screenshot shows the 'Verify with your password' page. At the top left is the Partner Pass logo, and at the top right is the Kroger Family of Companies logo. The title 'Verify with your password' is centered. Below it is the email address '@ shouck@gmail.com'. Below that is a password input field with a red circle 'C' next to it. Below the field is a blue 'Verify' button with a red circle '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.

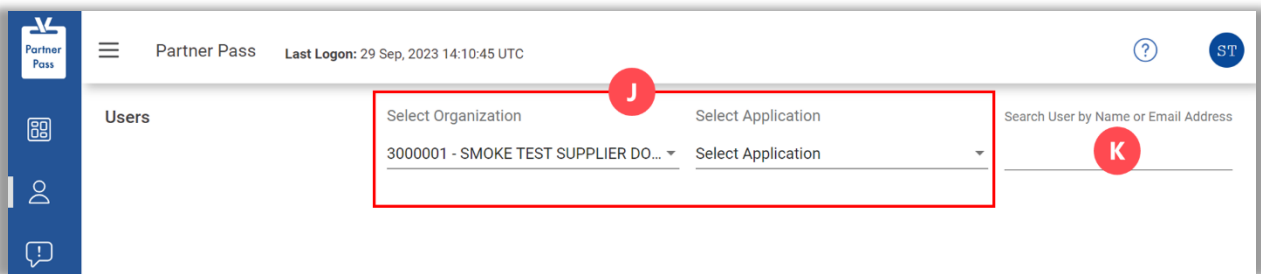


7. Click the **Users icon (I)**.

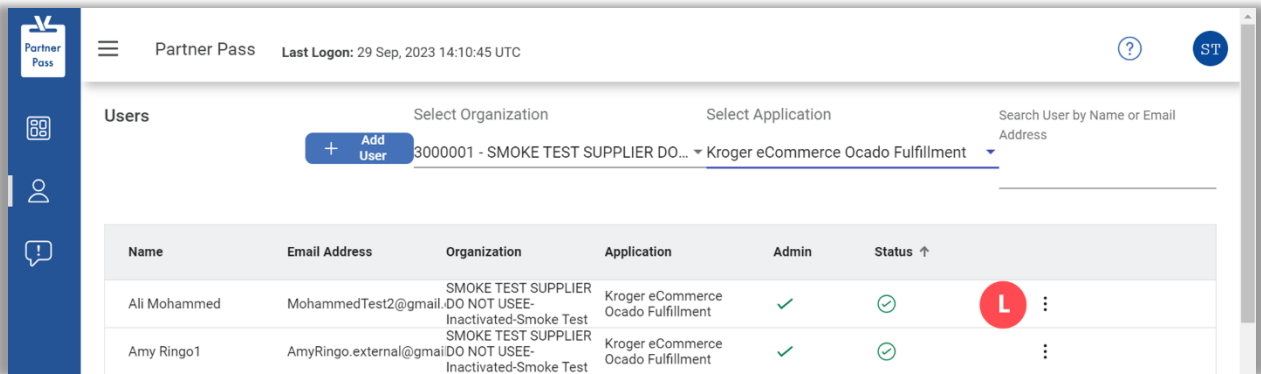


8. Select the **Organization or Application (J)**.

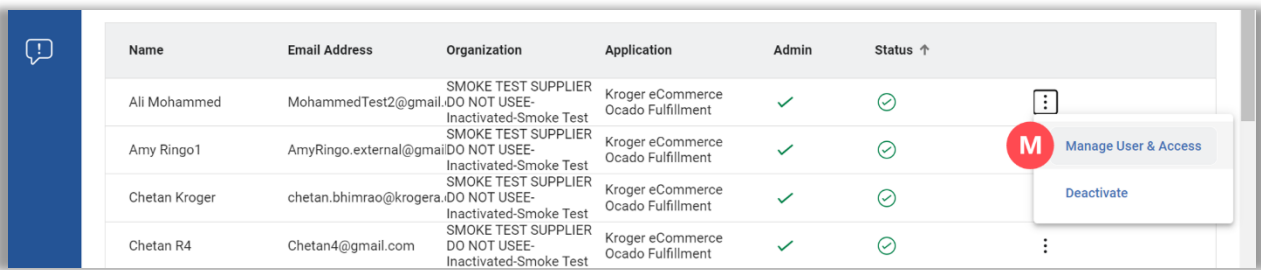
9. If necessary, **search (K)** by name or email address.



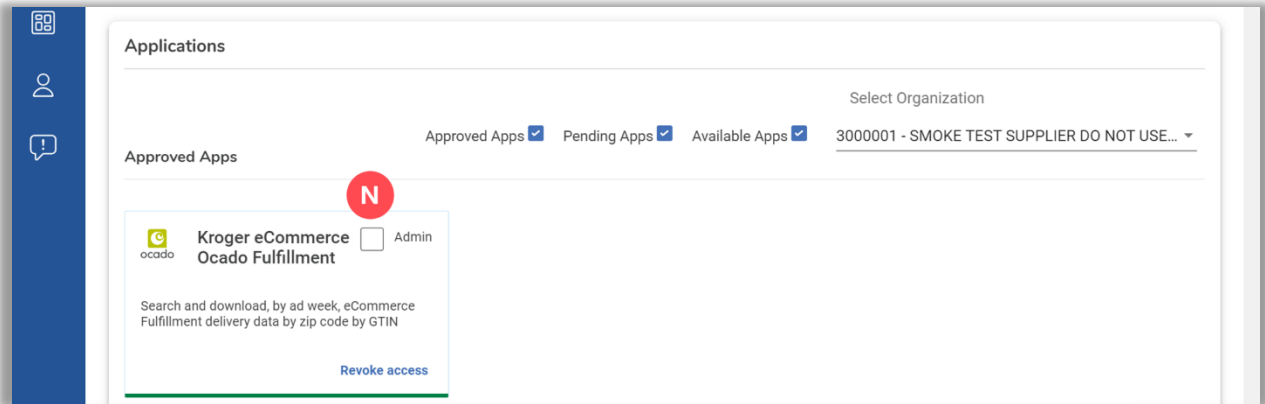
10. Click the **3 dots (L)** for the user you want to assign admin access.



11. Click **Manage User & Access (M)**.



12. In the Approved Apps section, check the **box (N)** for admin access.



13. The admin access is updated successfully.

