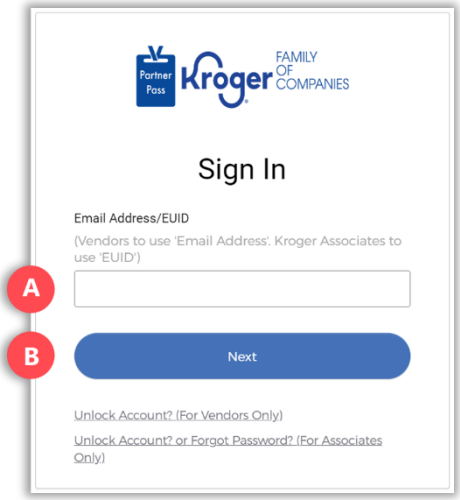
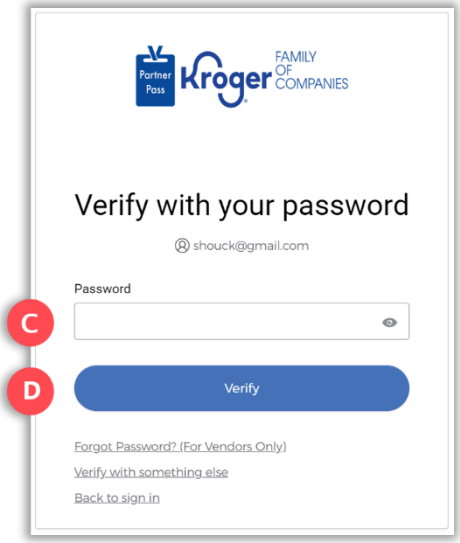
Assign Admin Access

> ! This task can only be performed if you have the admin user role.

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

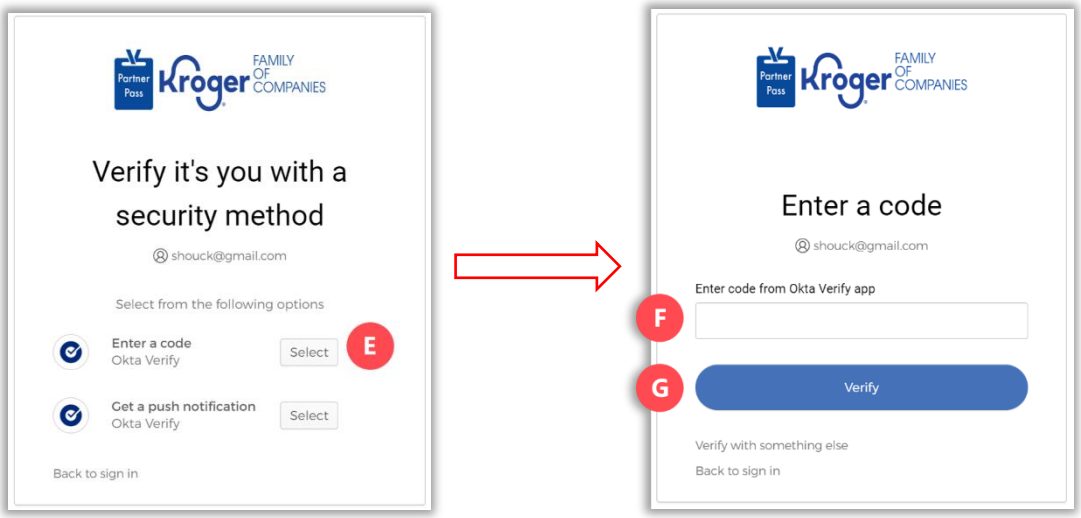


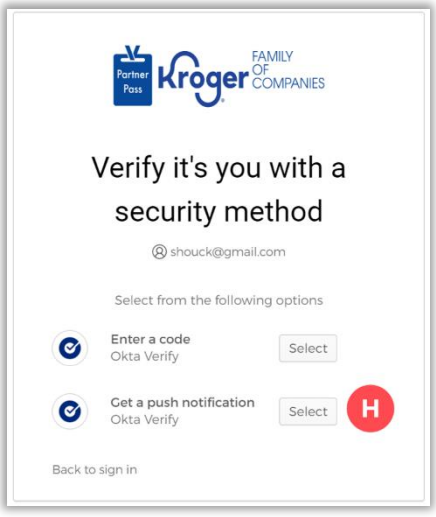
4. Enter your **Password** (C).
5. Click **Verify** (D).



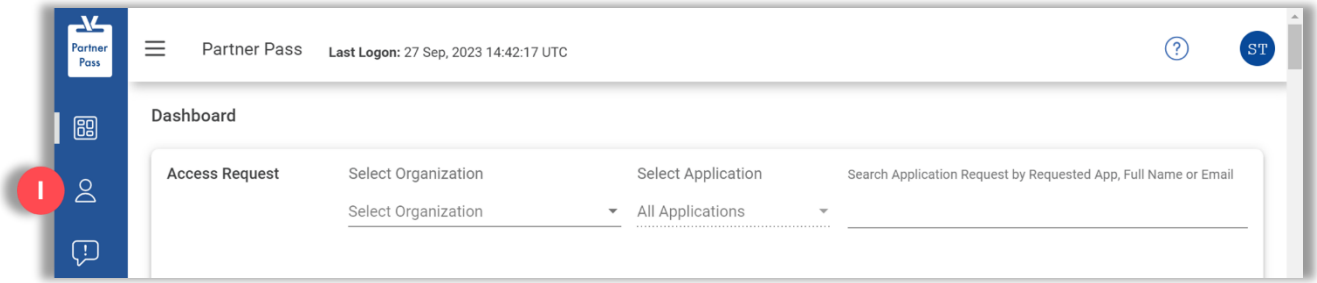
6. Use the below table to determine the next step:

To:	Do this:
Enter a code	• 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. **Note:** A new code is generated every 30 seconds. • Click **Verify** (G). • You are now logged into Partner Pass.
Get a push notification	• Click **Select** (H) for Get a push notification. • On your device, click **Yes, it's me**. • You are now logged into Partner Pass.

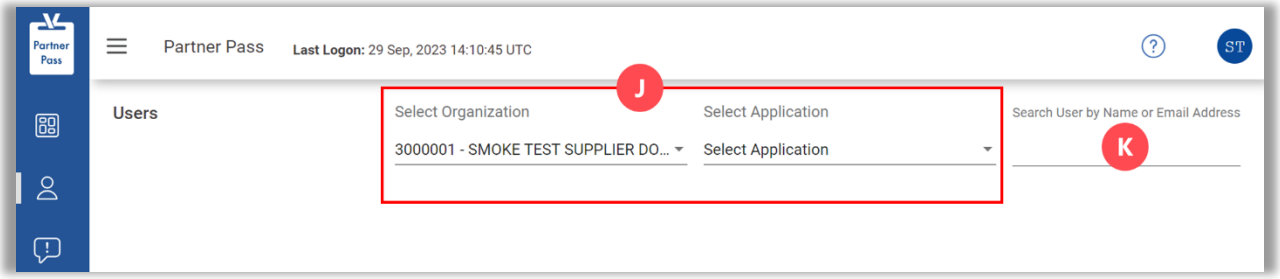




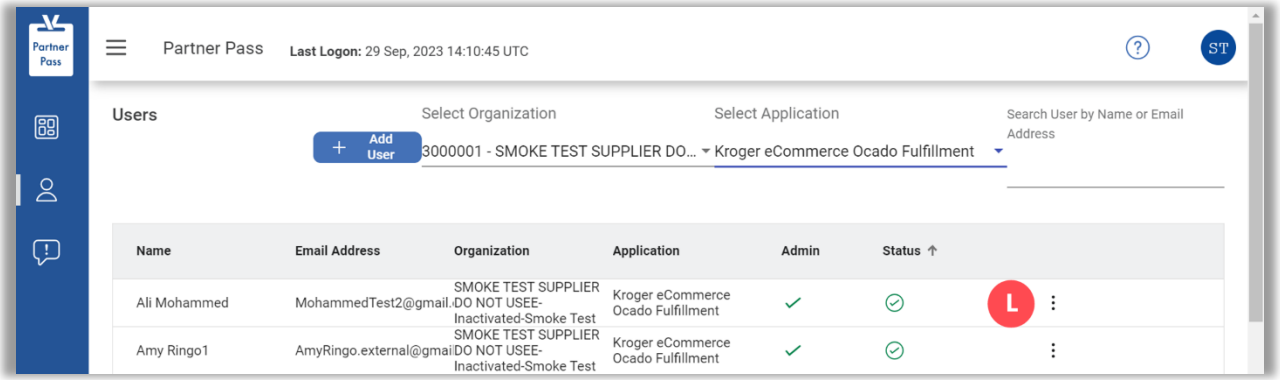
7. Click the **Users icon** (I).



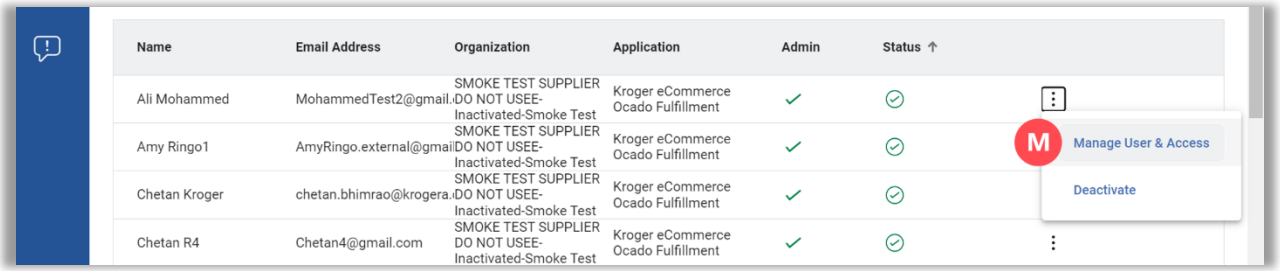
8. Select the **Organization or Application** (J).
9. If necessary, **search** (K) by name or email address.



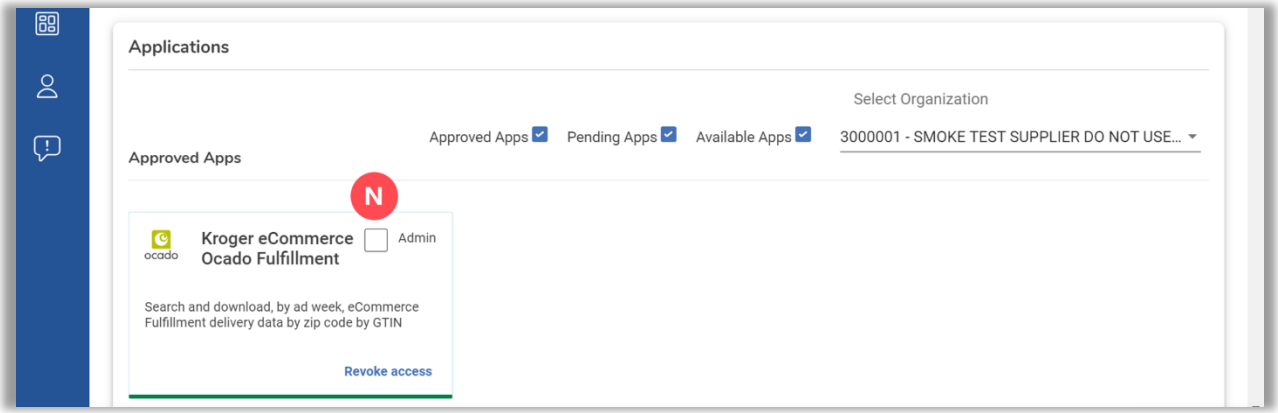
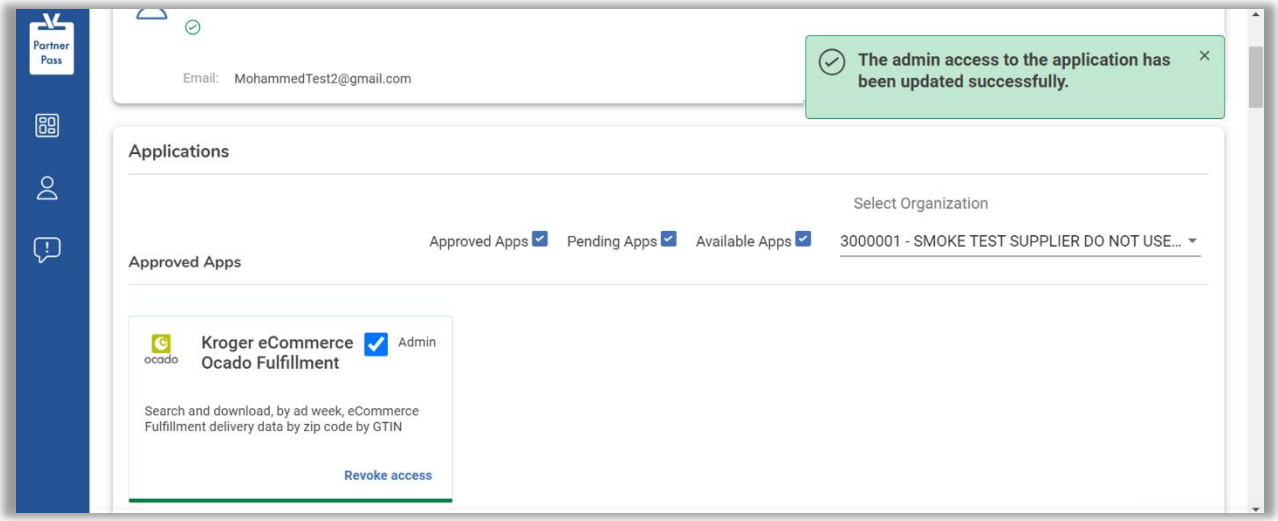
10. Click the **3 dots** (L) for the user you want to assign admin access.



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.