

Assign Admin Access

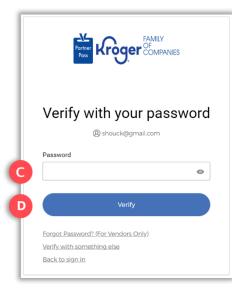


This task can only be performed if you have the admin user role.

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

Family Post Kroger Companies	
Sign In	
Email Address/EUID (Vendors to use 'Email Address'. Kroger Associates to use 'EUID')	
B Next	
Unlock Account? (For Vendors Only) Unlock Account? or Forgot Password? (For Associates Only)	

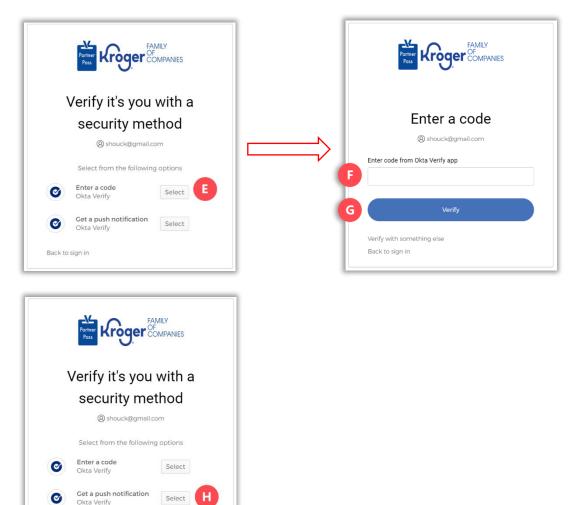
- 4. Enter your **Password** (C).
- 5. Click Verify (D).





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

То:	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.



Back to sign in



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

	Partner Pass	■ Partner Pass	Last Logon: 27 Sep, 2023 14:42:17 UTC				(?)	ST
1	68	Dashboard						
0	2	Access Request	Select Organization		Select Application		Search Application Request by Requested App, Full Name or Email	
			Select Organization	*	All Applications	Ŧ		
- 1	,							

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

Partner Pass	Partner Pass Last Logon: 29	9 Sep, 2023 14:10:45 UTC		? ST
	Users	Select Organization 3000001 - SMOKE TEST SUPPLIER DO	Select Application Select Application	Search User by Name or Email Address
Ģ				

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

Partner Pass	■ Partner Pass	Last Logon: 29 Sep, 202	23 14:10:45 UTC				? ST
	Users	. Add	elect Organization 000001 - SMOKE TEST SI		t Application er eCommerce	Ocado Fulfillment	Search User by Name or Email Address
<u>,</u>	Name	Email Address	Organization	Application	Admin	Status ↑	
	Ali Mohammed	MohammedTest2@gm	SMOKE TEST SUPPLIER ail. DO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	\oslash	1
	Amy Ringo1	AmyRingo.external@gr	SMOKE TEST SUPPLIER nai/DO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	\oslash	:

11. Click Manage User & Access (M).

Ģ	Name	Email Address	Organization	Application	Admin	Status ↑	
	Ali Mohammed	MohammedTest2@gmai	SMOKE TEST SUPPLIER II.DO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	\oslash]
	Amy Ringo1	AmyRingo.external@gma	SMOKE TEST SUPPLIER ailDO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	\oslash	Manage User & Access
	Chetan Kroger	chetan.bhimrao@krogera	SMOKE TEST SUPPLIER a.DO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	\oslash	Deactivate
	Chetan R4	Chetan4@gmail.com	SMOKE TEST SUPPLIER DO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	\oslash	:



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

Applicatio	ins
) Approved A	Approved Apps 🗹 Pending Apps 🗹 Available Apps 🗹 3000001 - SMOKE TEST SUPPLIER DO NOT USE 👻
	Kroger eCommerce Admin Dcado Fulfillment
	i download, by ad week, eCommerce delivery data by zip code by GTIN Revoke access

13. The admin access is updated successfully.

Partner Pass	Imail: MohammedTest2@gmail.com Imail: MohammedTest2@gmail.com
	Applications
Q	Select Organization
Ţ.	Approved Apps 🗹 Pending Apps 🗹 Available Apps 🗹 3000001 - SMOKE TEST SUPPLIER DO NOT USE 👻
	Cocodo Kroger eCommerce Admin Ocado Fulfillment
	Search and download, by ad week, eCommerce Fulfillment delivery data by zip code by GTIN
	Revoke access