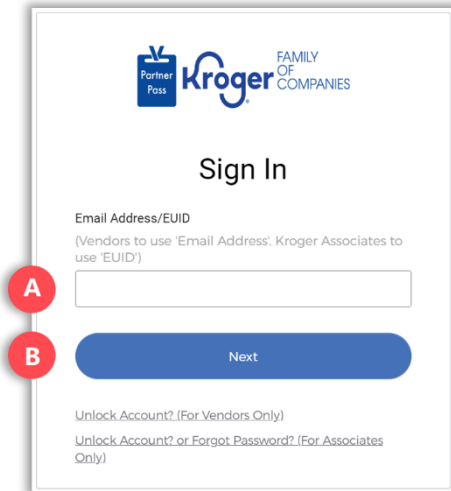


## Assign Admin Access

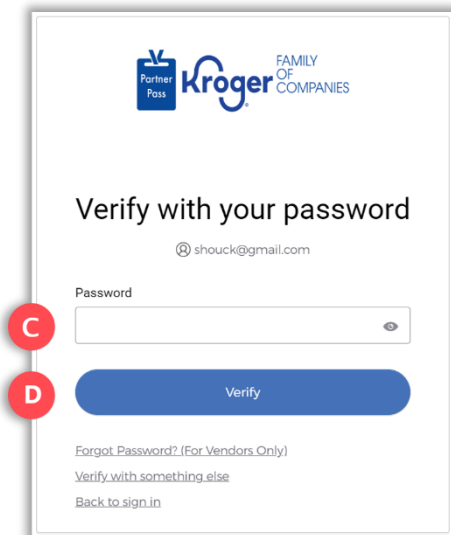
**!** This task can only be performed if you have the admin user role.

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



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

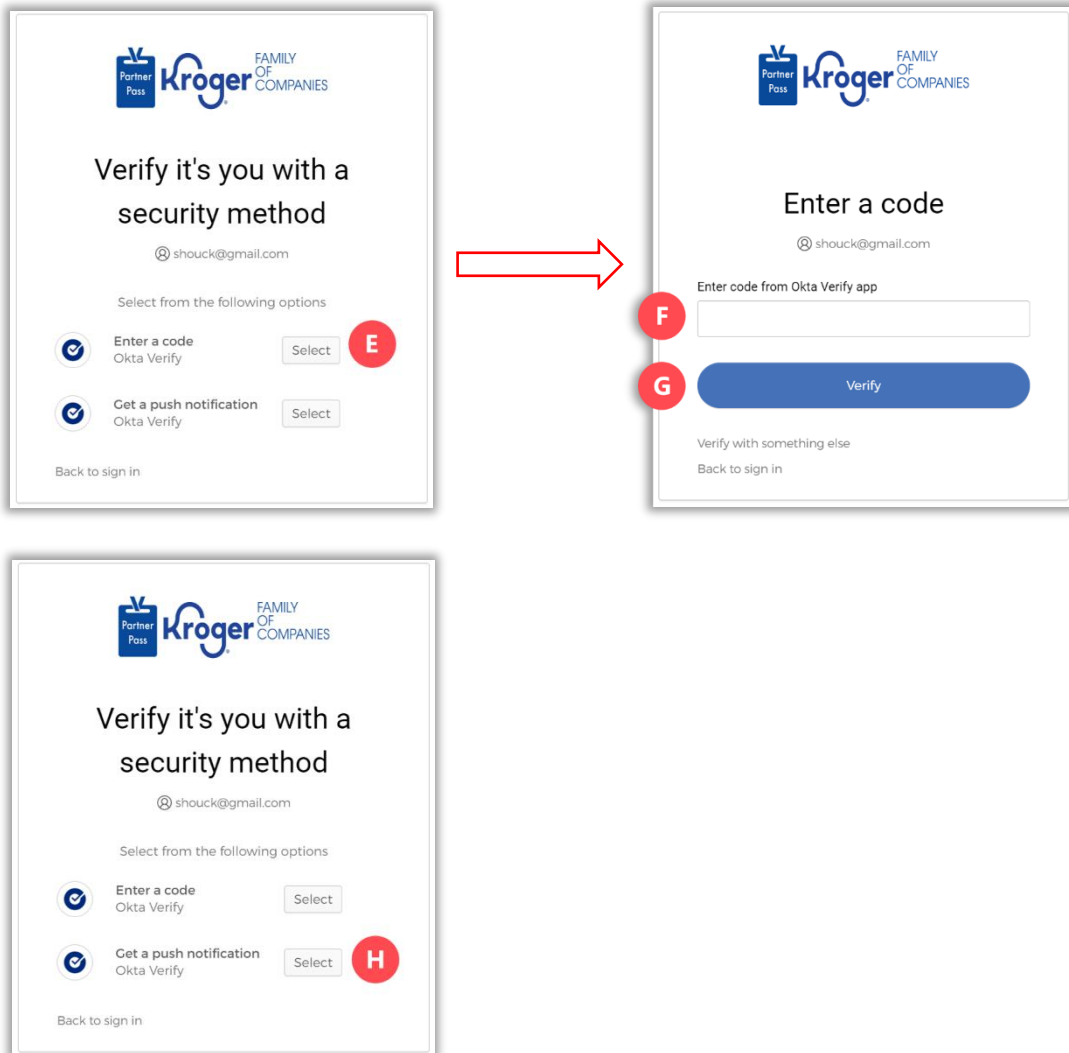
4. Enter your **Password (C)**.
5. Click **Verify (D)**.



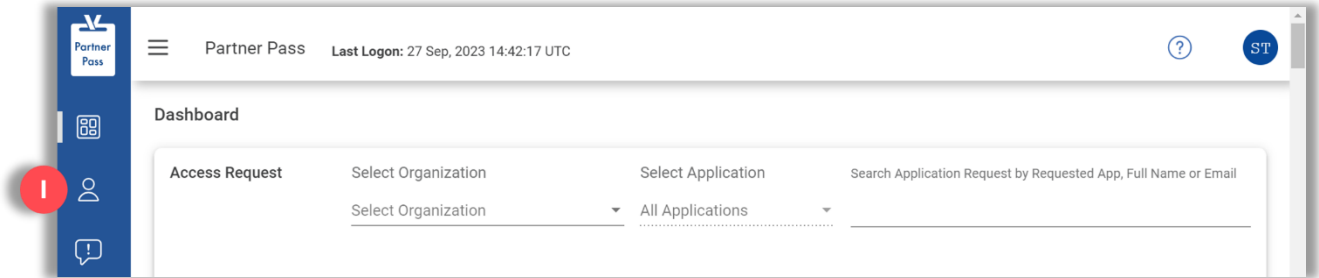
The screenshot shows the 'Verify with your password' page of the Partner Pass system. At the top, there is the Partner Pass logo and the Kroger Family of Companies logo. Below the logo, the text 'Verify with your password' is centered. Underneath, there is a label 'Password' with a sub-note: '@ shouck@gmail.com'. A password input field is provided for this information, with a red circle 'C' next to it. Below the input field is a blue button labeled 'Verify', with a red circle 'D' next to it. At the bottom of the page, 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"> <li>Click <b>Select (E)</b> for Enter a Code.</li> <li>On your device, open the <b>Okta Verify App</b>.</li> <li>Enter the <b>6-digit code</b> displayed on your device into the <b>Enter code field (F)</b> on the Partner Pass screen.</li> </ul> <p><b>Note:</b> A new code is generated every 30 seconds.</p> <ul style="list-style-type: none"> <li>Click <b>Verify (G)</b>.</li> <li>You are now logged into Partner Pass.</li> </ul>
Get a push notification	<ul style="list-style-type: none"> <li>Click <b>Select (H)</b> for Get a push notification.</li> <li>On your device, click <b>Yes, it's me</b>.</li> <li>You are now logged into Partner Pass.</li> </ul>

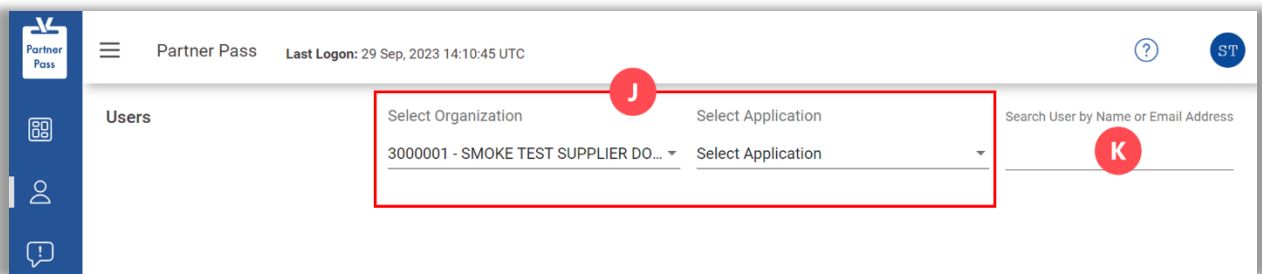


7. Click the **Users icon (I)**.

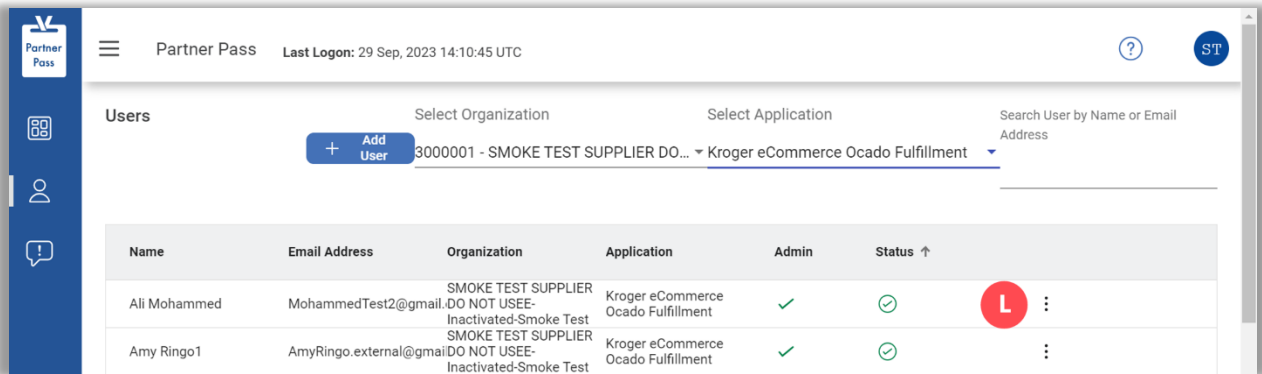


8. Select the **Organization or Application (J)**.

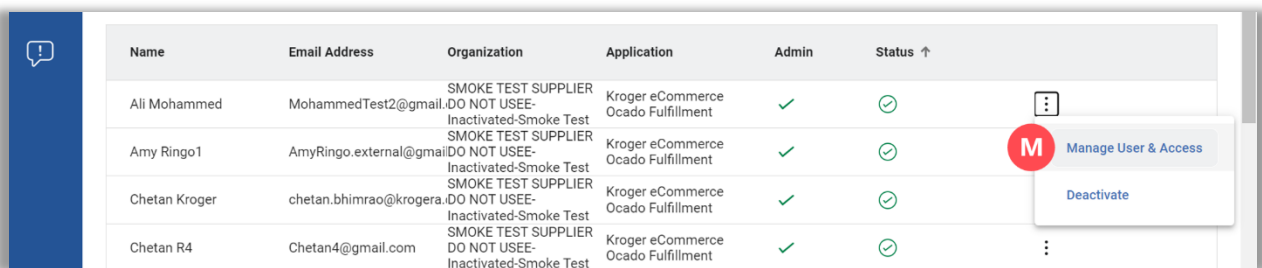
9. If necessary, **search (K)** by name or email address.



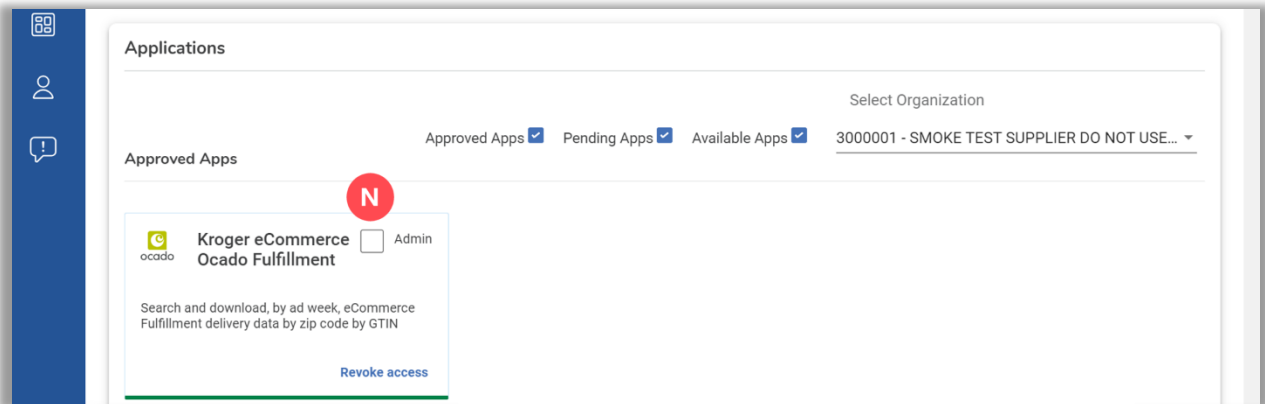
10. Click the **3 dots (L)** for the user you want to assign admin access.



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.

