

Grant Application 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 Forther Ross
L	Sign In
A	Email Address/EUID (Vendors to use 'Email Address'. Kroger Associates to use 'EUID')
В	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	88	Dashboard						
	õ	Access Request	Select Organization		Select Application		Search Application Request by Requested App, Full Name or Email	
			Select Organization	*	All Applications	T		-

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

Partner Pass	Partner Pass Last Logon: 24	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 grant application access.

Partr Pas	ner ss	Partner Pass	Last Logon: 29 Sep, 2023	14:10:45 UTC				? 57
88 日 〇]	Users	Sel + Add User 300	ect Organization 00001 - SMOKE TEST SL	Select . JPPLIER DO Kroger	Application eCommerce Oc	cado Fulfillment	Search User by Name or Email Address
Ç!	C	Name	Email Address	Organization	Application	Admin	Status ↑	
		Ali Mohammed	MohammedTest2@gmai	SMOKE TEST SUPPLIER il. DO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	\oslash	1:
		Amy Ringo1	AmyRingo.external@gma	SMOKE TEST SUPPLIER aiDO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	\oslash	:

11. Click Manage User & Access (M).

(!)	Name	Email Address	Organization	Application	Admin	Status 🛧	
	Ali Mohammed	MohammedTest2@gmail	SMOKE TEST SUPPLIER DO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	⊘ [:
	Amy Ringo1	AmyRingo.external@gma	SMOKE TEST SUPPLIER iIDO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	⊘	Manage User & Access
	Chetan Kroger	chetan.bhimrao@krogera	SMOKE TEST SUPPLIER IDO 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	~	\odot	:



12. In the Available Apps section, check the **box** (N) if the user should have admin access.

13. Click Grant access (O).

Partner Pass	Pending Apps
	Available Apps
0	Supplier Hub Admin
	Kroger Admin Approval
	Grant access
	If you try to grant access to the Lavante application for a user that has not previously requested access to Lavante, you will receive this error:
	Request Cannot be Completed X
	Please <u>Click here</u> for more details.

The user must follow these instructions to be initially added to the Lavante application.

14. Click Confirm (P).

Grant Access	
Do you want to grant access Mohammed of SMOKE TES USEE- Inactivated-Smoke Te	to Supplier Hub for Ali I SUPPLIER DO NOT st?
Cancel	Confirm



Note: If the user previously had access to the application and it was revoked, a restore button will be displayed instead of confirm:

Restore Access	×	
User: Ali Mohammed		
Organization: SMOKE TEST SUPPLIER DO NOT USEE- Inactivated-Smoke Test		
Application: Kroger eCommerce Ocado Fulfillment		
Access revoked by: Stephanie Test	_	
Access revoked Date: 09/29/2023		
Access revoked Reason: User temporarily inactivated Supplier	by	
Access revoked Comment:		
Cancel	store	

15. The application will be displayed in the **Approved Apps section** (Q).

2	Applications	
	Q Approved Apps	Select Organization Approved Apps Pending Apps Available Apps 3000001 - SMOKE TEST SUPPLIER DO NOT USE •
	Supplier Hub	Cocado Kroger eCommerce Image: Admin Ocado Ocado Fulfillment Image: Admin
	Kroger Admin Approval	Search and download, by ad week, eCommerce Fulfillment delivery data by zip code by GTIN
	Revoke access	Revoke access