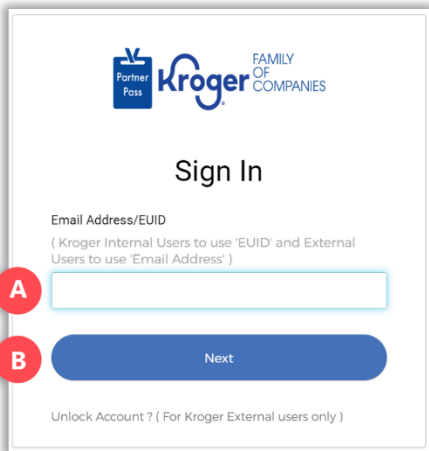


Update First and Last Name for Other Users

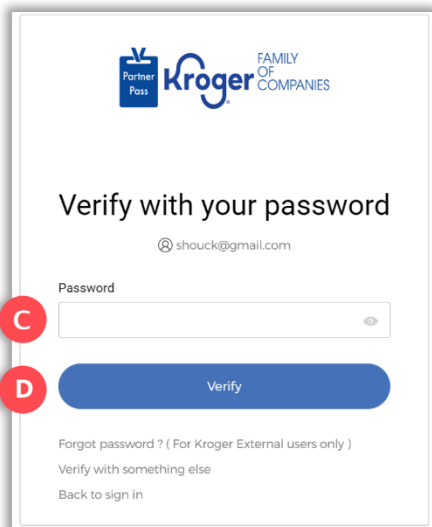
! This task can only be performed if you have the admin user role.

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 a logo for 'Partner Pass' and 'Kroger FAMILY OF COMPANIES'. Below the logo, the text 'Sign In' is centered. Underneath, there is a label 'Email Address/EUID' followed by a note: '(Kroger Internal Users to use 'EUID' and External Users to use 'Email Address')'. A text input field is present, 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, there is a link 'Unlock Account ? (For Kroger External users only)'.

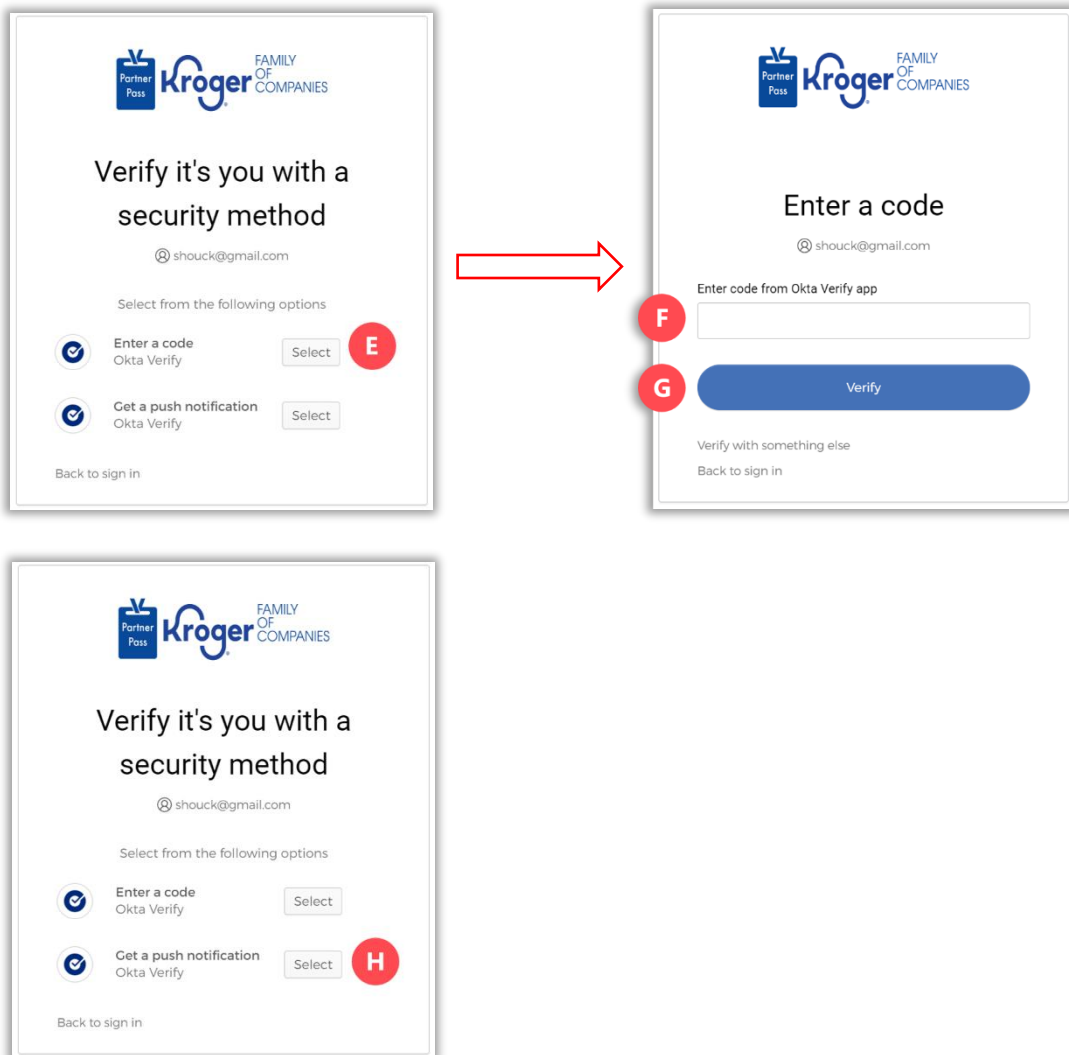
4. Enter your **Password (C)**.
5. Click **Verify (D)**.



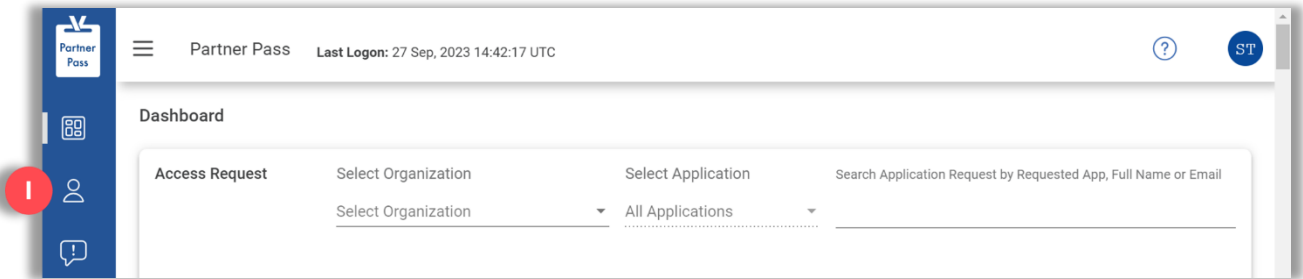
The screenshot shows the 'Verify with your password' page. At the top, there is a logo for 'Partner Pass' and 'Kroger FAMILY OF COMPANIES'. Below the logo, the text 'Verify with your password' is centered. Underneath, there is a user email address 'shouck@gmail.com'. Below the email address, there is a label 'Password' followed by a password input field with an eye icon, 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, there are three links: 'Forgot password ? (For Kroger External users 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.

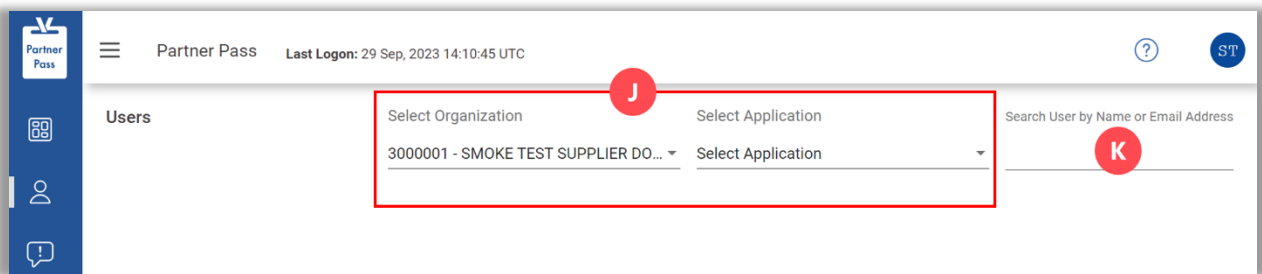


7. Click the **Users icon (I)**.

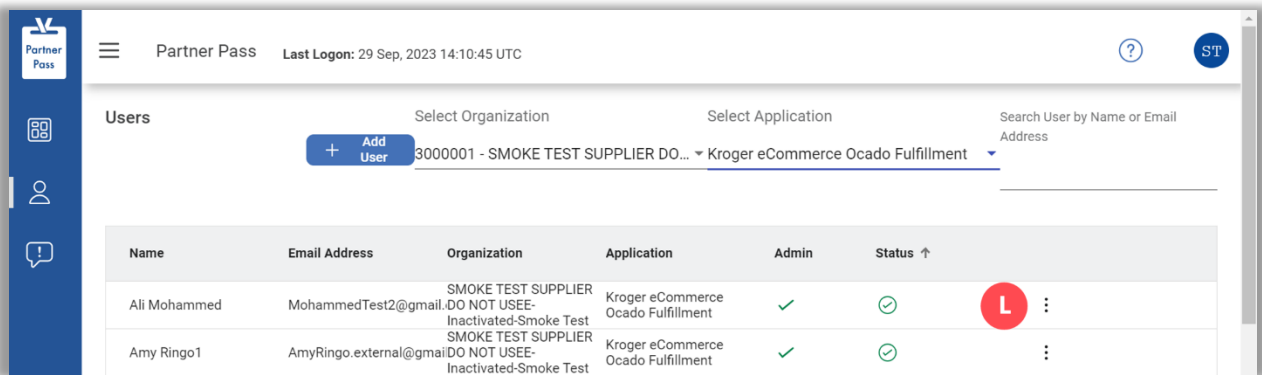


8. Select the **Organization or Application (J)**.

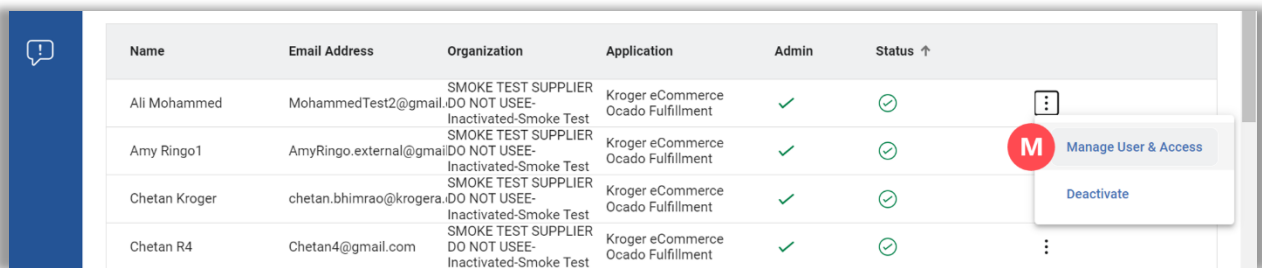
9. If necessary, **search (K)** by name or email address.



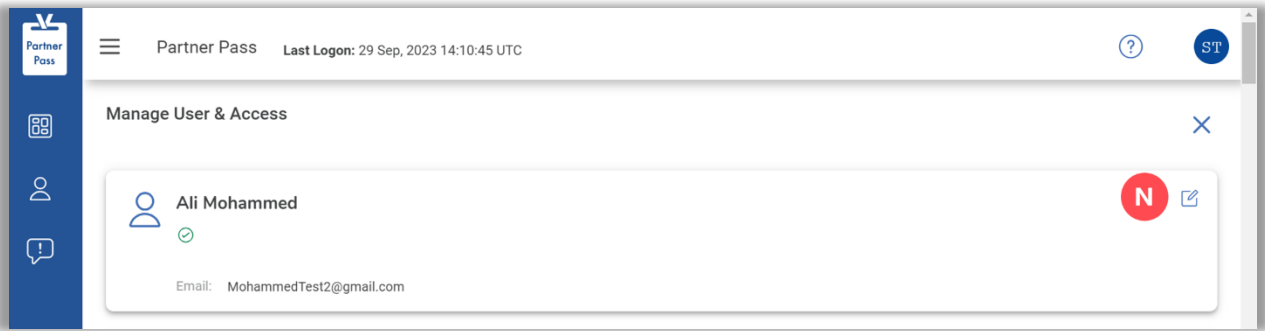
10. Click the **3 dots (L)** for the user you want to update.



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



12. Click the **edit icon (N)**.



13. Make necessary changes to **First and Last Name (O)**.

14. Click **Save (P)**.

Note: The Save button will become active when at least 1 field is updated.

