

# **Download the Okta Verify App to Login to Partner Pass**

This job aid contains instructions to create a more complex password, set up Okta Verify, and create a security question. For easiest setup, it is recommended that all these steps be completed during the same timeframe.

 On your <u>computer</u>, open the "Welcome to Partner Pass" email you received from Okta <noreply@okta.com> and click Activate Okta Account (A).

**Note:** If you do not see the "Welcome to Partner Pass" email, check your junk/spam folder. If you still did not receive it, send your email address to <u>PartnerPassRequests@kroger.com</u> and request that the activate Okta email be re-sent.

Welcome to Partner Pass		
Otta «noreply@olta.com» Ta @ Houck.Straphinel L Retension Policy. Biology (00 day)) (0) This den will exper in 30 day, To keep this item longer apply a different Retention Policy. If there are groupoblem with how the massage in displayed, dick here to siree it in a web browser.	Expires 3/5/2023	€_>         Reply         Ø_>         Reply All         →         Fervaria         •••         •••           Fre 2/3/2023 12:14 PM         Fre 2/3/2023 12:14 PM
[EXTERNAL EMAIL]: Do not click links or open attachments unless you recognize the sender and know the content is safe.		· · · · · · · · · · · · · · · · · · ·
Family Ports Kroger Companies		
Welcome to Partner Pass		
Dear Stephanie Test,		
Partner Pass access has been requested for you and has been granted, in conjunction with Partner Pass, Okta is used to create a secure connection. First time users will need to download the Okta application to a smart device in order to log into Partnerpass.		
Click the following link to activate Okta:		
Activate Octa Account This link expires in 30 days.		

**Note:** After clicking the link, Partner Pass Security Methods will automatically open in another window on your computer screen.



2. On your <u>computer</u>, click **Set up** (B) for Password.



3. Following the on-screen password requirements, enter your password (C), re-enter your password (D), and click Next (E).

Poss COMPRANES
Set up password
shouck@gmail.com
Password requirements:
At least 12 characters     A lowercase letter     An uppercase letter     An uppercase letter     A symbol     No parts of your username     Does not include your first name     Does not include your first name     Your password cannot be any of your last 4     passwords     At least 12 hour(s) must have elapsed since you la     changed your password Enter password
Re-enter password



## 4. Click **Set up** (F) for Okta Verify.

Note: Okta Verify is the free identity management solution that supports Partner Pass.
The app registers to a device, not a phone number.

If you already have Okta Verify installed and are using it for other applications (inside or outside of Kroger), open the Okta Verify app and skip to <u>step 11</u> to add an account.

	Porteer Reserved FAMILY Ports				
Set up security methods					
	(8) shouck@gmail.com				
Secur	ity methods help protect your account by ensuring only you have access.				
Set up re	quired				
0	Okta Verify Okta Verify is an authenticator app. installed on your phone, used to prove your identity Used for access or recovery				
	Set up				
0	Security Question Choose a security question and answer that will be used for signing in Used for recovery Set up				
Back to s	ign in				



**Note:** The next screen displayed on your computer will be a QR code. Continue following this job aid to download the Okta Verify app on your phone or tablet. Once the app is downloaded, you will use your smart phone or tablet to scan the QR code displayed on your computer screen.



5. From your <u>smart phone or tablet</u>, open the **App/Play Store**.

The Okta Verify app cannot be accessed via desktop, as it does not meet Kroger's security requirements.

6. Search for **Okta**.



7. Regardless of the device used, tap **Okta Verify** (G).



## 8. Tap Install.

## 9. Tap Get Started.

## 10. Tap **Next.**

- 11. Tap Add Account (plus sign on top of Okta Verify screen).
- 12. Tap **organization** (work, school, company).
- 13. If displayed, tap **Skip** for "Add account from another device?"
- 14. Tap Yes, ready to scan.



15. Use your <u>smart phone or tablet</u> to **scan the QR code** (H) displayed on the Partner Pass Screen on your <u>computer</u>.



- 16. On your <u>device</u>, tap **Allow**.
- 17. On your <u>device</u>, tap **Not Now** on the Enable biometrics screen.
- 18. On your <u>device</u>, tap **Done**.

The Okta Verify app cannot be accessed from more than one device.

- If you get a new device, register it just as you did the initial device.
- The act of registering a new device deactivates the original device.



19. On the Partner Pass screen on your <u>computer</u>, click **Set up** (I) for Security Question.



- 20. Select a security question from the **drop-down box** (J) or **create your own security question** (K).
- 21. Enter your **answer** (L).
- 22. Click Verify (M).

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Partiner Kroger Companies		
	Set up security question	
	Choose a security question     Croate any output counting	
	Choose a security question What is the food you least liked as a child?	
	Answer	
M	Verify	
	Return to authenticator list Back to sign in	



23. Read the Terms and Conditions and click **Accept & Sign In** (N).

**Note:** You will not see the Terms and Conditions again unless they change.

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Terms and Conditions	
KROGER USER MASTER LICENSE AND SOFT	WARE AGREEMENT
This USER MASTER LICENSE AND SOFTWARE / between The Kroger Co., an Ohio corporation (here explains your rights and obligations as an User of o applications ("Applications") for Users to provide to, information and documents relating the provision of Supplier to Kroger.	AGREEMENT (the "Agreement") is inafter "Kroger"), and you, which ertain Kroger owned, or licensed, or receive from, Kroger certain products and/or services as a
For purposes of this Agreement, "Supplier" means a broker for supplying Kroger with various products at Applications. "You" or "User" means a person autho user name and password from Kroger use the Appli Supplier.	an entity that supplies or acts as a nd/or services and utilizes the rized by a Supplier to receive a cations for and on behalf of the
By selecting "Accept & Sign In" below or using any the terms and conditions of the End User Agreemer of the Agreement, please select "Cancel" and do no	of the Applications, User agrees to t. If you do not agree to the terms t use any of the Applications.
From time to time, Kroger may modify this Agreeme policies and other documents. Any modified version posted. By using any of the Applications after any m of the modifications.	nt, including any referenced will be effective at the time it is nodifications, the User agrees to all
In consideration of the mutual covenants of Kroger, herein and the mutual benefits to be derived from th intending to be legally bound, hereby agrees as follo	the Supplier and the User set forth the Agreement, the parties, ows:
<ol> <li><u>Acceptance</u> By accessing the Application ("Servers"), the User agrees to be bound by the</li> </ol>	s of Kroger's Internet N ser
Cancel	Accent & Sign In

24. You are now logged into Partner Pass and the Dashboard is displayed.



Keep Okta Verify installed on your device.

Every time you login to Partner Pass, Okta Verify will prompt you to verify that it is you who is trying to log in. This second method of verification offers added security to your account.