

## **Revoke 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).

	Partner Rass
	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.
	<ul> <li>Enter the 6-digit code displayed on your device into the Enter code field (F) on the Partner Pass screen.</li> </ul>
	Note: A new code is generated every 30 seconds.
	Click Verify (G).
	You are now logged into Partner Pass.
Get a push notification	Click <b>Select</b> (H) for Get a push notification.
	On your device, click <b>Yes, it's me</b> .
	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	g	Access Request	Select Organization		Select Application		Search Application Request by Requested App, Full Name or Email	
			Select Organization	*	All Applications	Ŧ		
- 1	Ţ.							

- 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		? <b>ST</b>
	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 revoke 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. Select **Revoke access (N)**.

Partner Pass	Applications
	Select Organization
88	Approved Apps Pending Apps Available Apps 3000001 - SMOKE TEST SUPPLIER DO NOT USE
2	
Ģ	C Kroger eCommerce Admin Ocado Fulfillment
	Search and download, by ad week, eCommerce Fulfillment delivery data by zip code by Revoke access

- 13. Select a **reason** (O).
- 14. Enter any necessary **comments** (P).
- 15. Click **Revoke** (Q).

**Note:** The Revoke button will become active after a reason is selected.

User: All Mohammed Organization: SMOKE TEST SUPPLIER DO NOT USEE- Inactivated-Smoke T Application: Kroger eCommerce Ocado Fulfillment Select reason for revoking user access Select reason Comment on revoking user access Add brief description or notes on revoking access	Revoke Access	:
Select reason for revoking user access Select reason Comment on revoking user access Add brief description or notes on revoking access	User: Ali Mohammed Organization: SMOKE TEST SL Application: Kroger eCommerc	JPPLIER DO NOT USEE- Inactivated-Smoke T se Ocado Fulfillment
Select reason Comment on revoking user access Add brief description or notes on revoking access	Select reason for revoking use	raccess
Comment on revoking user access Add brief description or notes on revoking access	Select reason	
Add brief description or notes on revoking access		
	Comment on revoking user ac	0055
	Comment on revoking user act	notes on revoking access
	Comment on revoking user acc	notes on revoking access
Character Limit 0/2	Comment on revoking user acc	notes on revoking access
Character Lings 0.2	Comment on revoking user acc	notes on revoking access Character Ltm=0.2

16. The revoked application will be displayed in the **Available Apps section** (R).

Partner Pass	Pending Apps
88	R
2	Available Apps
Ģ	Cocado Fulfillment
	Search and download, by ad week, eCommerce Fulfillment delivery data by zip code by GTIN
	Grant access 🔒