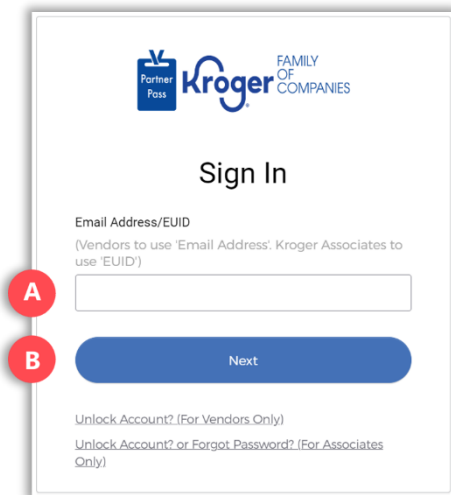


Deactivate or Dismiss User Access Based on Last Login

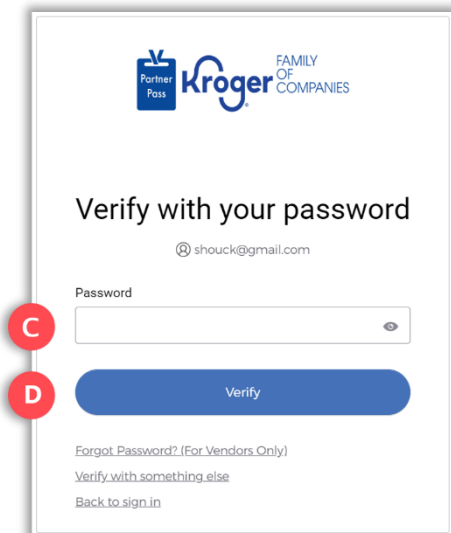
Note: Users who have not logged into Partner Pass in the last 365 days will be displayed on the User Maintenance tab.

! 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)**.

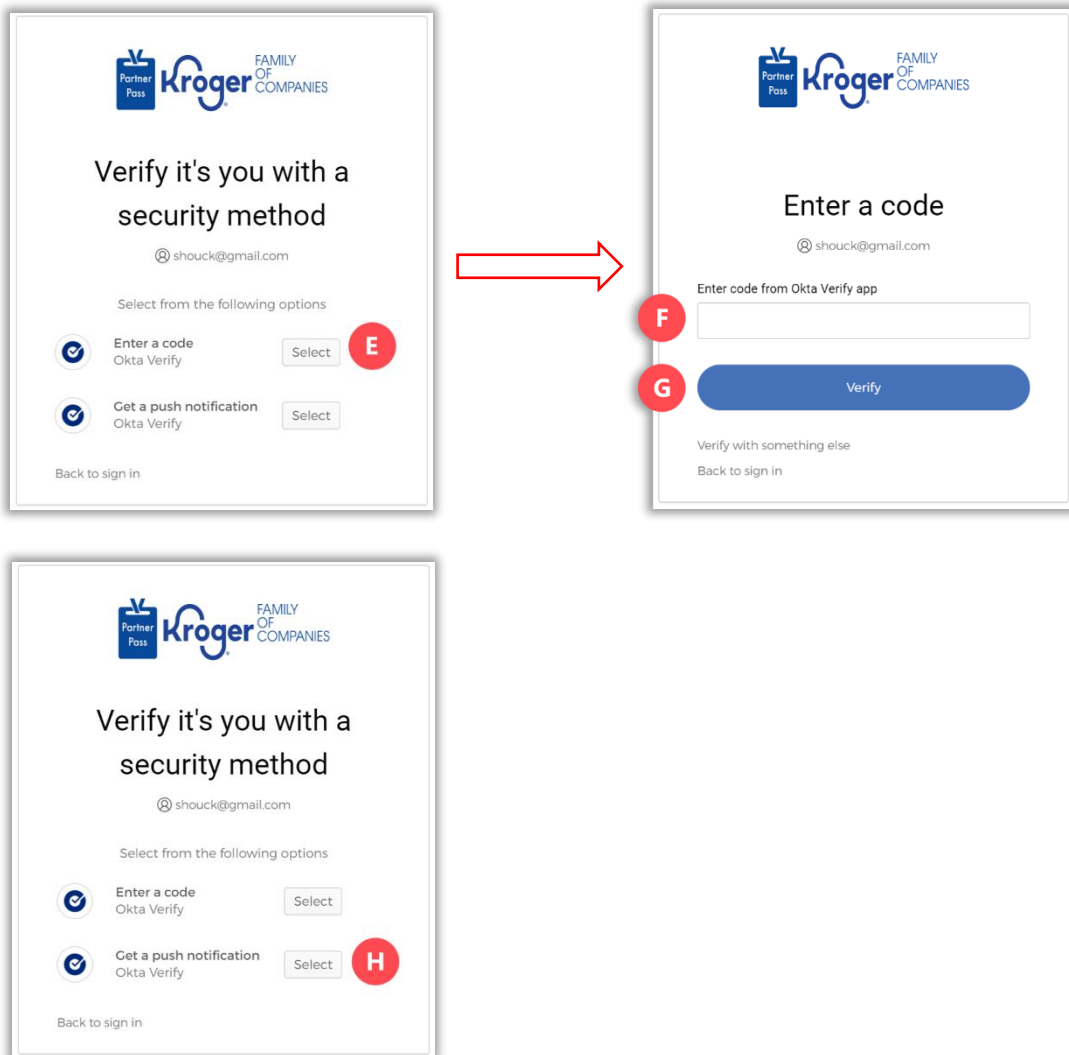


4. Enter your **Password (C)**.
5. Click **Verify (D)**.

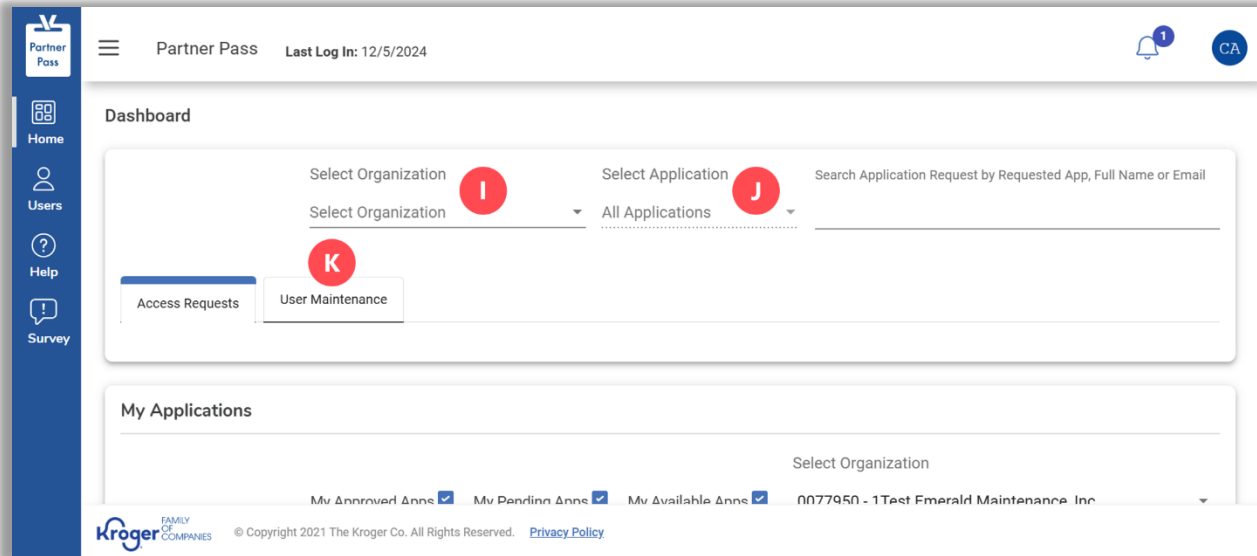


6. Use the below table to determine the next step:

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.



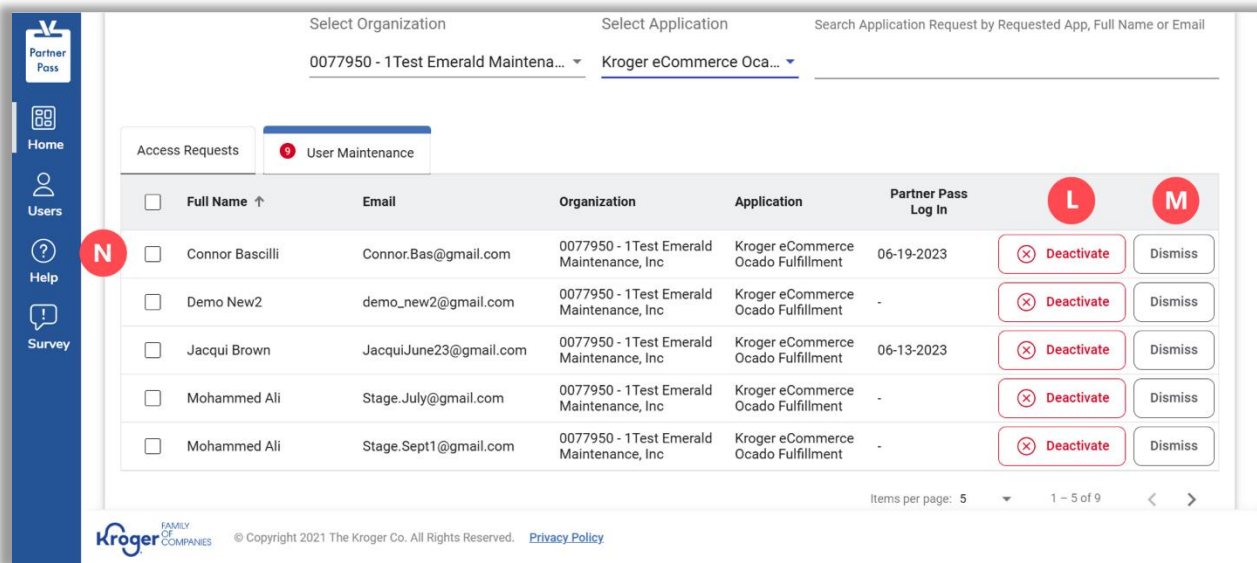
7. Select the **Organization (I)**.
8. Select the **Application (J)**.
9. Click **User Maintenance (K)**.



Regularly reviewing users is important for protecting your company's information. As an admin, you will receive an email reminder once a user has reached one year of inactivity.

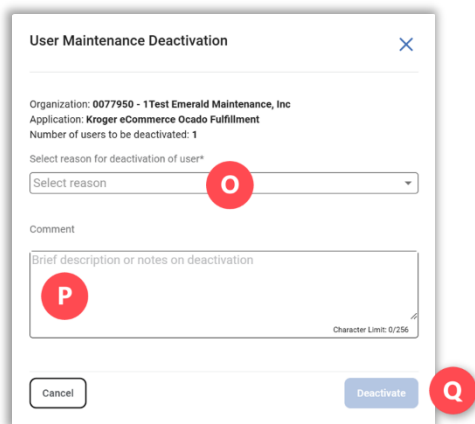
10. Review the list of users to ensure they should still have access to Kroger applications.
11. Use the below table to determine the next step:

To:	Do this:
Deactivate an inactive user	<ul style="list-style-type: none"> Click Deactivate (L). Continue to step 12.
Dismiss an inactive user from the list	<ul style="list-style-type: none"> Click Dismiss (M). Go to step 16.
Deactivate multiple inactive users	<ul style="list-style-type: none"> Check the boxes (N) for desired users. Go to step 18.
Dismiss multiple inactive users	<ul style="list-style-type: none"> Check the boxes (N) for desired users. Go to step 23.

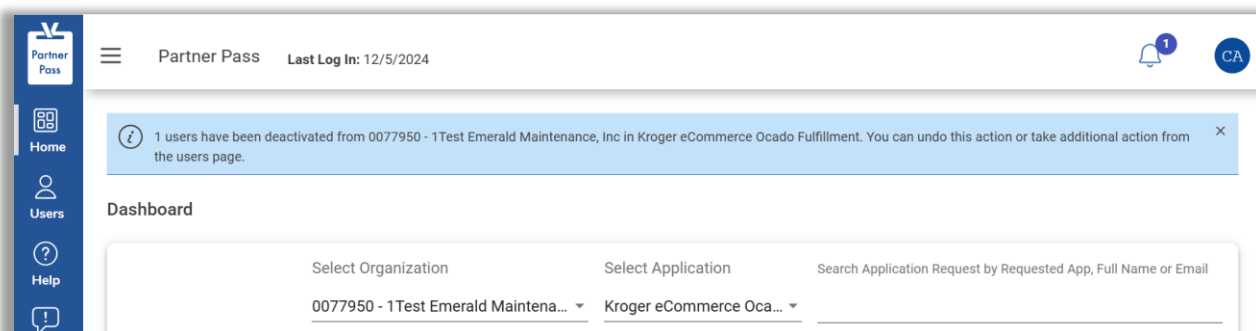


Deactivate an Inactive User

12. Select a **reason** (O) for the deactivation from the drop-down box.
13. If necessary, enter a **comment** (P).
14. Click **Deactivate** (Q).

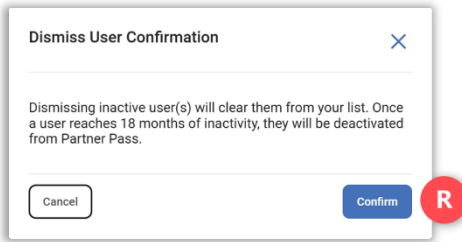


15. A confirmation message will be displayed at the top of the screen.

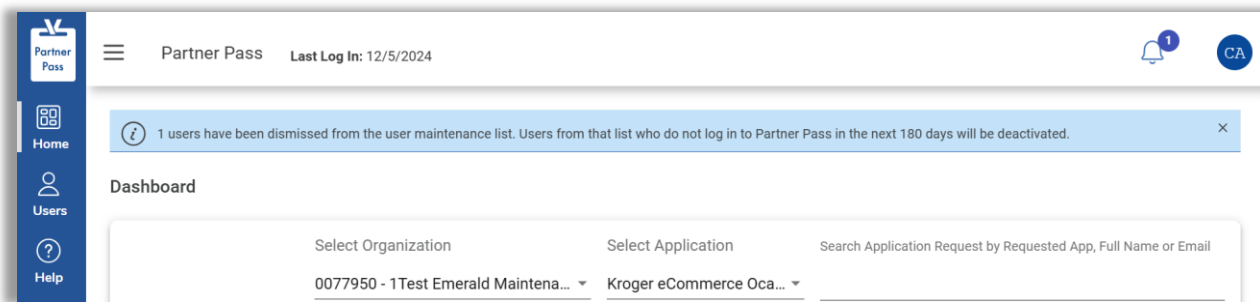


Dismiss an Inactive User from the List

16. Read the confirmation message and click **Confirm** (R).



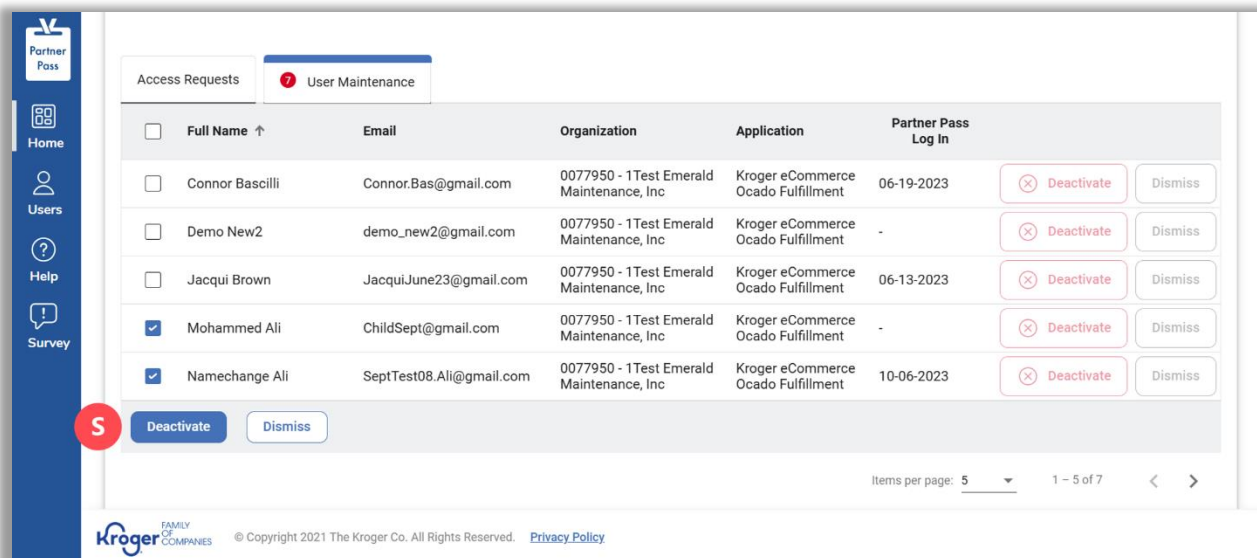
17. A confirmation message will be displayed at the top of the screen.



! A dismissed user who does not login to Partner Pass in the next 180 days will be deactivated.

Deactivate Multiple Inactive Users

18. Click **Deactivate** (S).



19. Select a **reason (T)** for the deactivation from the drop-down box.
20. If necessary, enter a **comment (U)**.
21. Click **Deactivate (V)**.

User Maintenance Deactivation

Organization: 0077950 - 1Test Emerald Maintenance, Inc
 Application: Kroger eCommerce Ocado Fulfillment
 Number of users to be deactivated: 2

Select reason for deactivation of user*

Select reason **T**

Comment

Brief description or notes on deactivation **U**

Character Limit: 0/256

Cancel Deactivate **V**

22. A confirmation message will be displayed at the top of the screen.

Partner Pass Last Log In: 12/5/2024

2 users have been deactivated from 0077950 - 1Test Emerald Maintenance, Inc in Kroger eCommerce Ocado Fulfillment. You can undo this action or take additional action from the users page.

Dashboard

Select Organization: 0077950 - 1Test Emerald Maintena...
 Select Application: Kroger eCommerce Oca...
 Search Application Request by Requested App, Full Name or Email

Dismiss Multiple Inactive Users

23. Click **Dismiss (W)**.

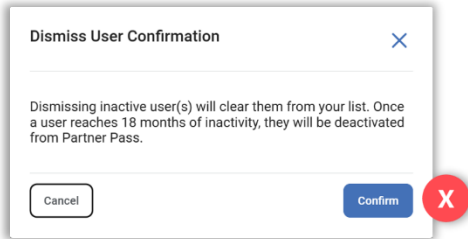
Access Requests **User Maintenance**

<input type="checkbox"/>	Full Name ↑	Email	Organization	Application	Partner Pass Log In	Deactivate	Dismiss
<input type="checkbox"/>	Connor Bascilli	Connor.Bas@gmail.com	0077950 - 1Test Emerald Maintenance, Inc	Kroger eCommerce Ocado Fulfillment	06-19-2023	Deactivate	Dismiss
<input type="checkbox"/>	Demo New2	demo_new2@gmail.com	0077950 - 1Test Emerald Maintenance, Inc	Kroger eCommerce Ocado Fulfillment	-	Deactivate	Dismiss
<input type="checkbox"/>	Jacqui Brown	JacquiJune23@gmail.com	0077950 - 1Test Emerald Maintenance, Inc	Kroger eCommerce Ocado Fulfillment	06-13-2023	Deactivate	Dismiss
<input checked="" type="checkbox"/>	Mohammed Ali	ChildSept@gmail.com	0077950 - 1Test Emerald Maintenance, Inc	Kroger eCommerce Ocado Fulfillment	-	Deactivate	Dismiss
<input checked="" type="checkbox"/>	Namechange W	SeptTest08.Ali@gmail.com	0077950 - 1Test Emerald Maintenance, Inc	Kroger eCommerce Ocado Fulfillment	10-06-2023	Deactivate	Dismiss

Deactivate Dismiss

Items per page: 5 1 - 5 of 7

24. Read the confirmation message and click **Confirm** (X).



25. A confirmation message will be displayed at the top of the screen.

