

Assign Maximo Admin Access

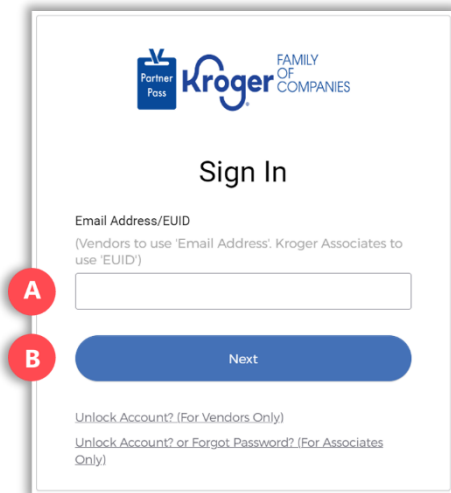
This task can only be performed if you have the admin user role.

Admins can:

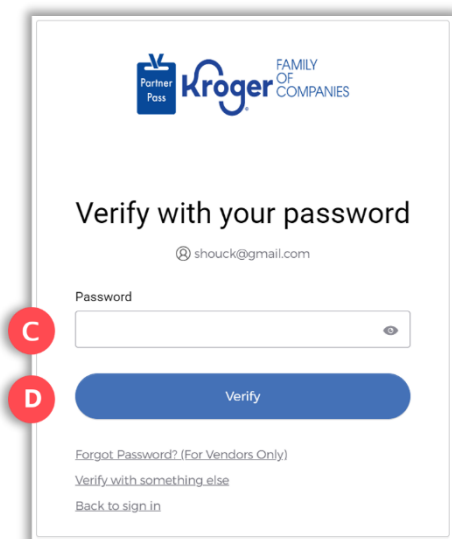


- Add users to Partner Pass
- Assign admin access to users
- Grant/revoke application access
- Deactivate/re-activate a user
- Update first and last names of users

1. Navigate to <https://partnerpass.krogerapps.com/>
2. Enter your **Email Address (A)**.
3. Click **Next (B)**.

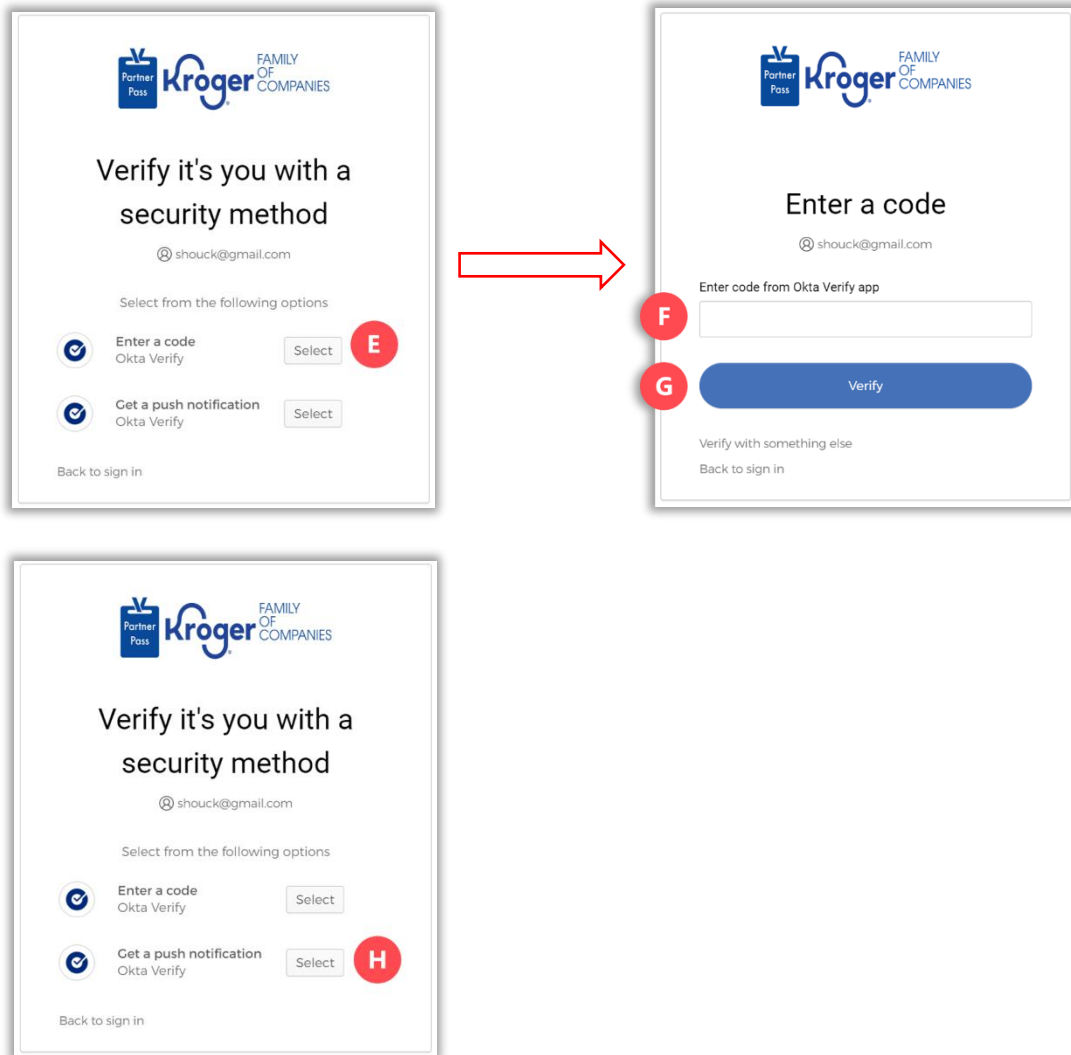


4. Enter your **Password (C)**.
5. Click **Verify (D)**.

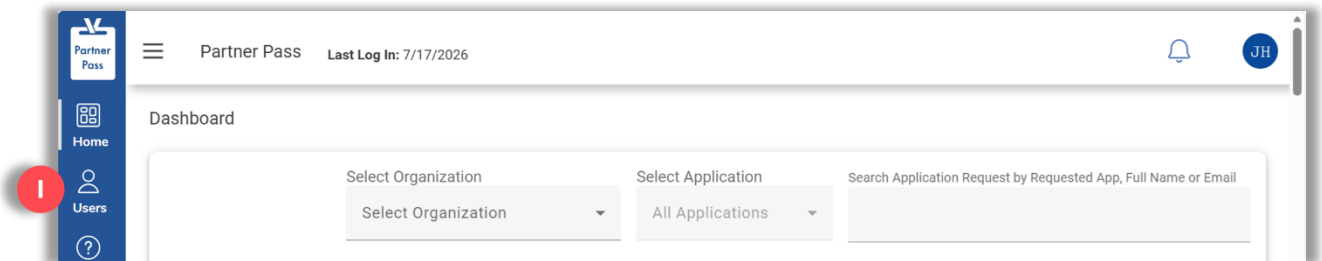


6. Use the table below to determine the next step:

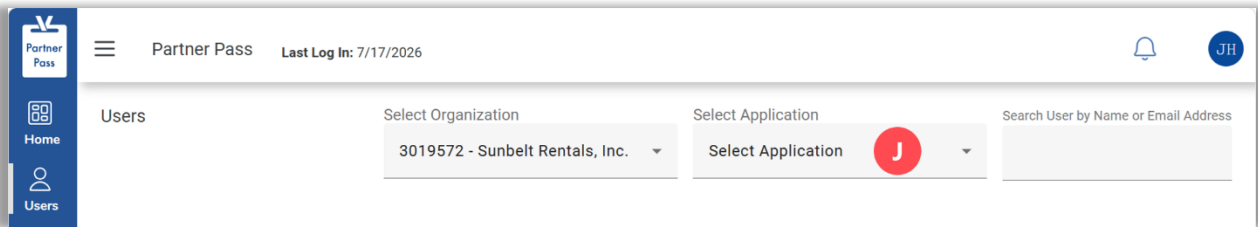
To:	Do this:
Enter a code	- Click Select (E) for Enter a Code. - On your device, open the Okta Verify App. - Enter the 6-digit code displayed on your device into the Enter code field (F) on the Partner Pass screen. Note: A new code is generated every 30 seconds. - Click Verify (G). - You are now logged 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.



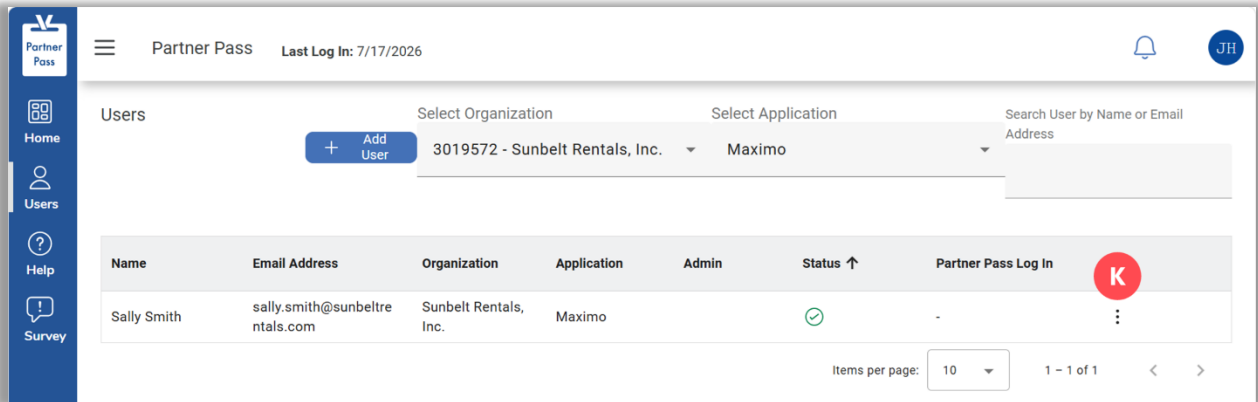
7. Click the **Users icon (I)**.



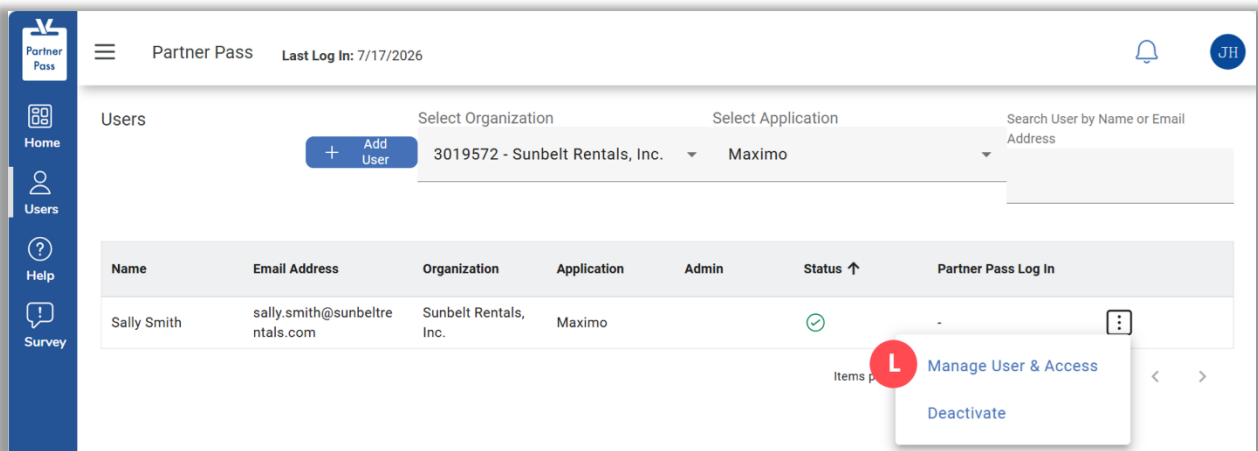
8. Select **Maximo (J)**.



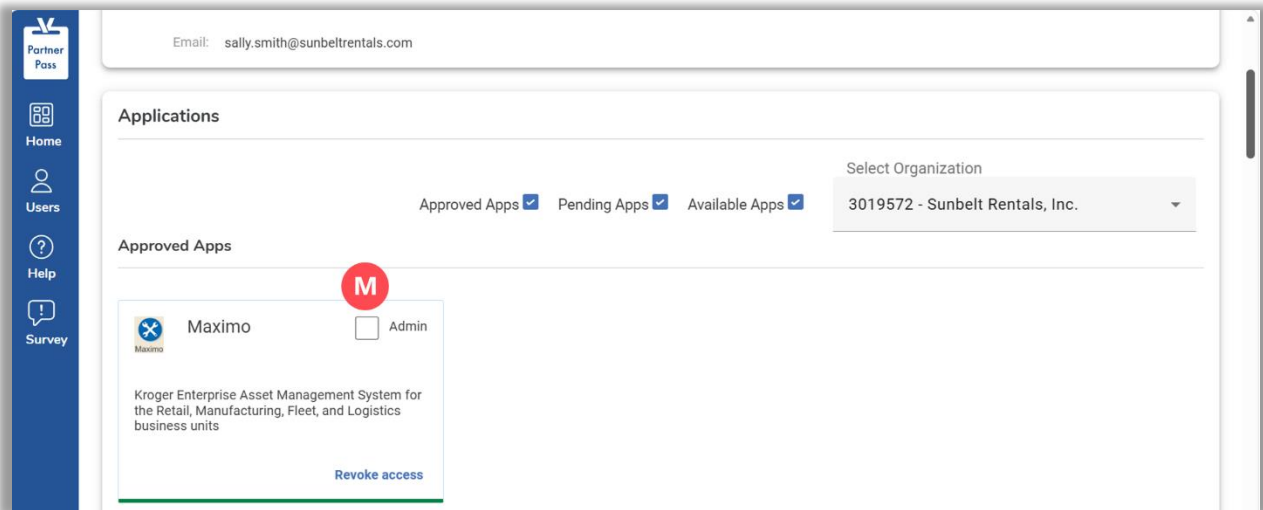
9. Click the **3 dots** (K) for the user you want to assign admin access.



10. Click **Manage User & Access** (L).



11. In the Approved Apps section, check the **Admin box** (M).



12. The admin access is updated successfully.

