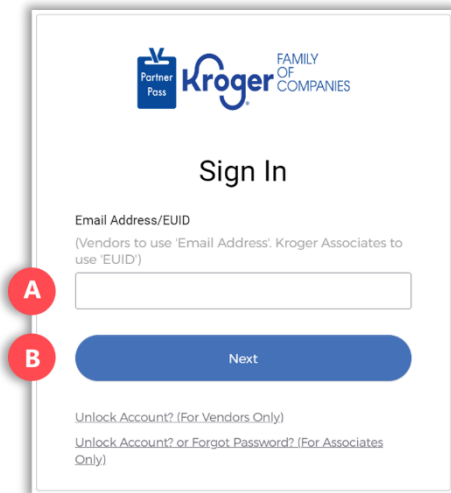


Assign Supplier Hub Admin Access



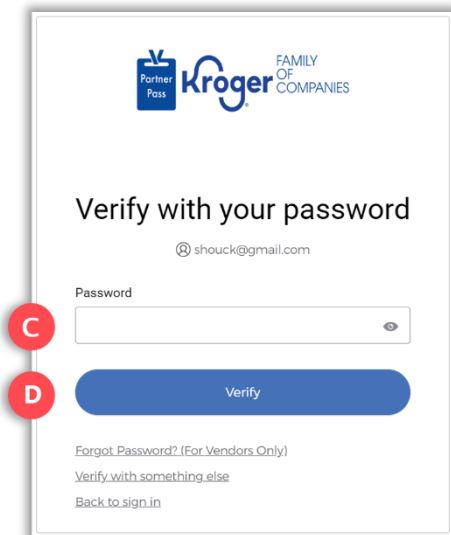
This task can only be performed if you have the admin user role.

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



The screenshot shows the 'Sign In' page of the Partner Pass portal. At the top is the 'Partner Pass' logo and the 'Kroger FAMILY OF COMPANIES' logo. Below the logos is the heading 'Sign In'. Underneath is a text input field labeled 'Email Address/EUID' with a note: '(Vendors to use 'Email Address'. Kroger Associates to use 'EUID')'. A red circle with the letter 'A' is next to this field. Below the field is a blue button labeled 'Next' with a red circle and the letter 'B' next to it. At the bottom, there are two links: 'Unlock Account? (For Vendors Only)' and 'Unlock Account? or Forgot Password? (For Associates Only)'.

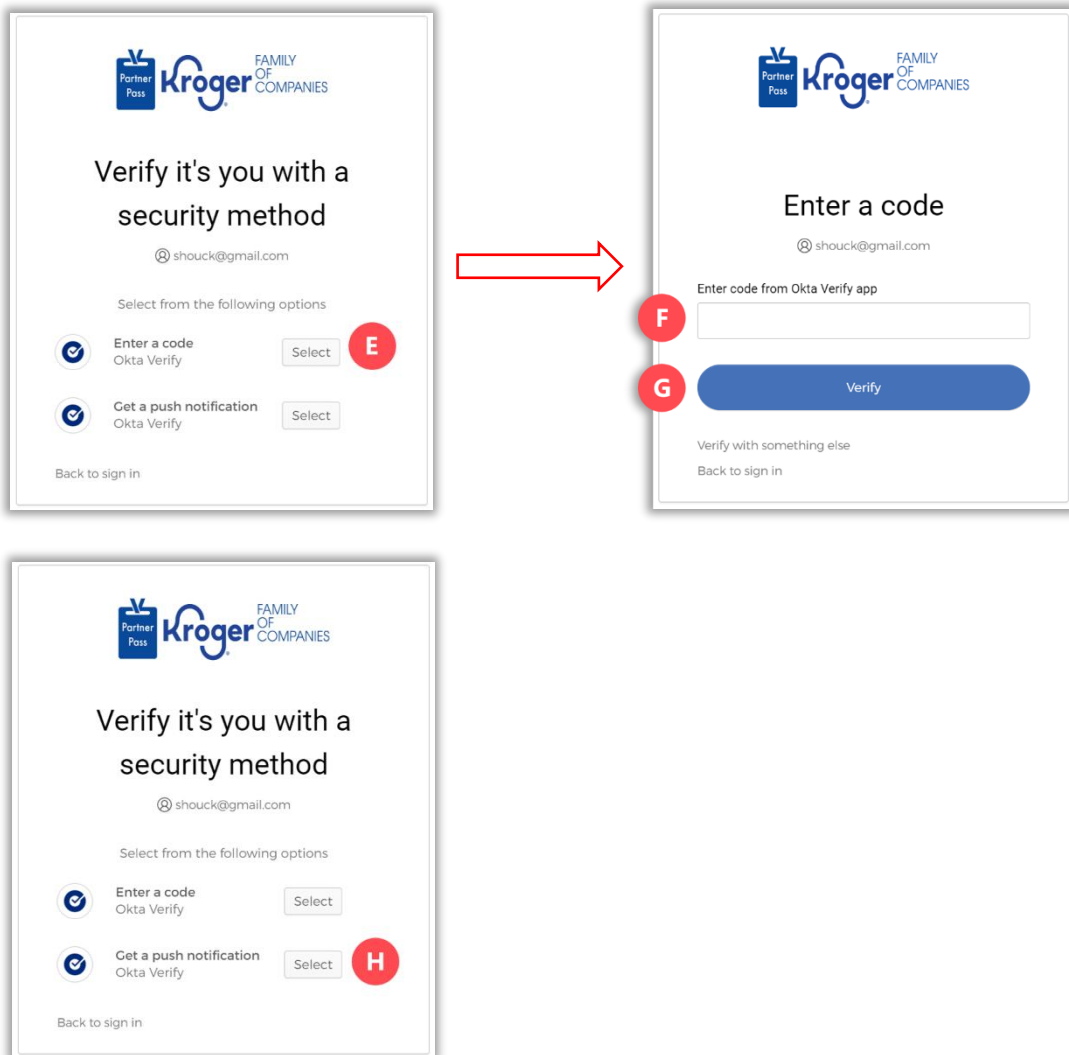
4. Enter your **Password (C)**.
5. Click **Verify (D)**.



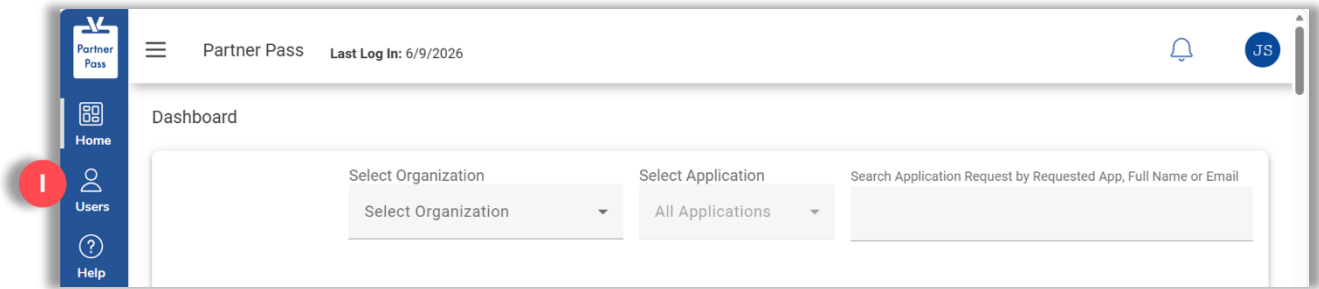
The screenshot shows the 'Verify with your password' page. At the top is the 'Partner Pass' logo and the 'Kroger FAMILY OF COMPANIES' logo. Below the logos is the heading 'Verify with your password'. Underneath is the email address '@ shouck@gmail.com'. Below that is a text input field labeled 'Password' with a red circle and the letter 'C' next to it. Below the field is a blue button labeled 'Verify' with a red circle and the letter 'D' next to it. At the bottom, there are three links: 'Forgot Password? (For Vendors 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	- 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.

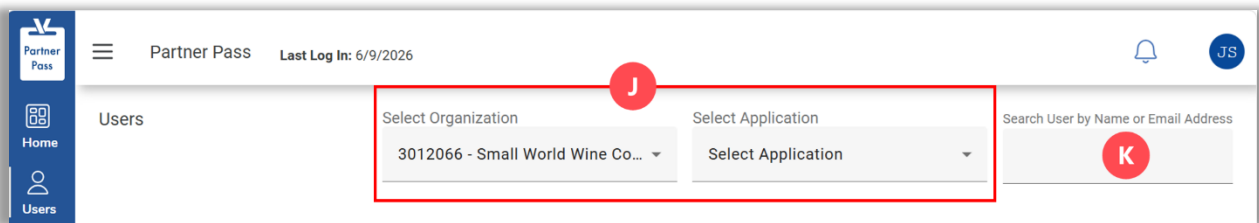


7. Click the **Users icon (I)**.

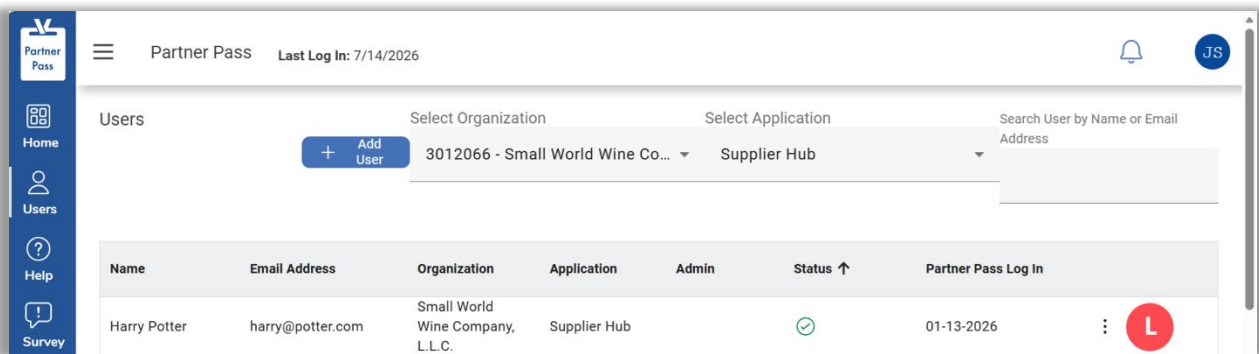


8. Select the **Organization and Supplier Hub (J)**.

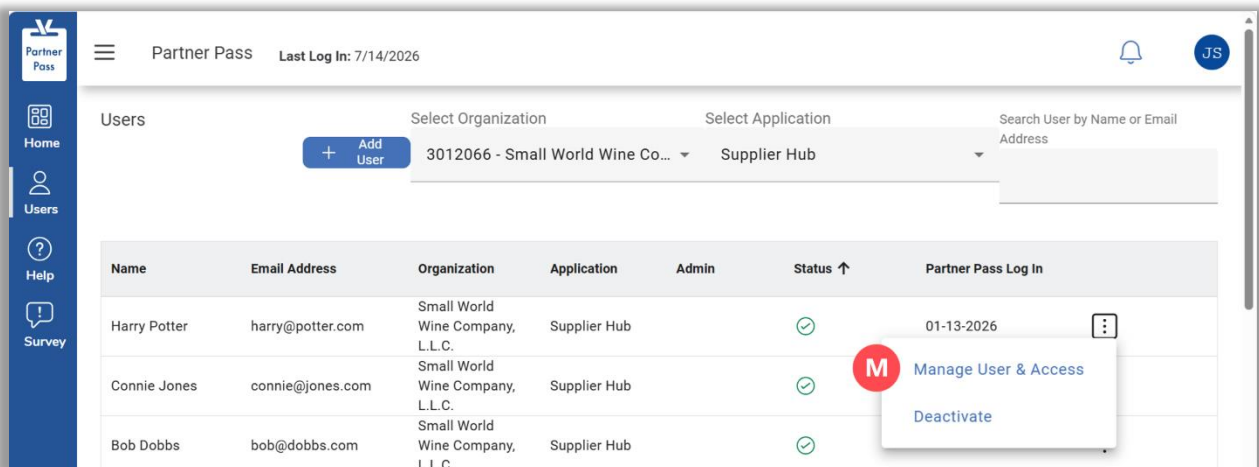
9. If necessary, **search (K)** by name or email address.



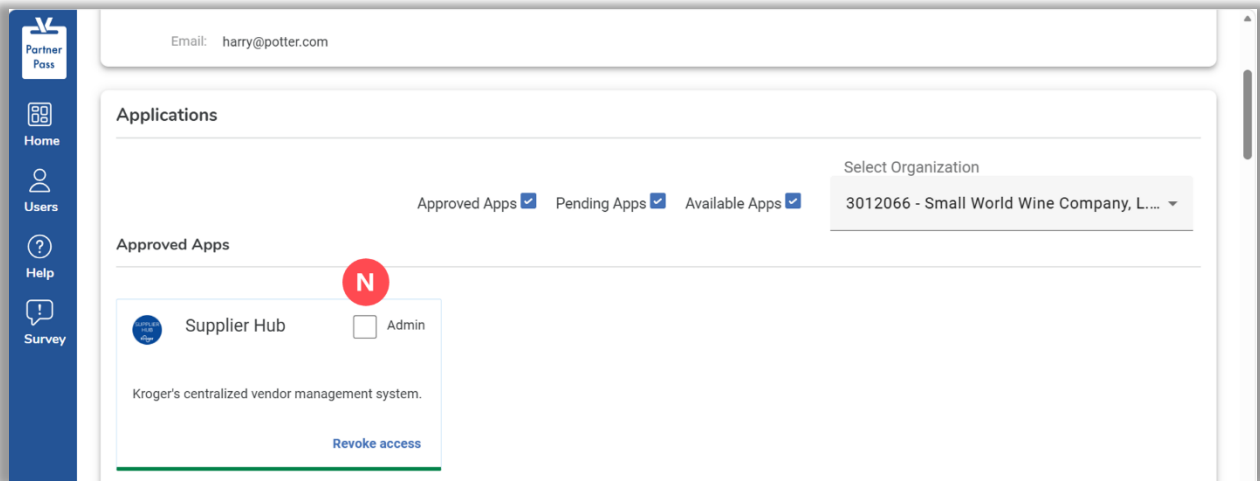
10. Click the **3 dots (L)** for the user you want to assign admin access.



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



12. In the Approved Apps section, check the **box (N)** for admin access.



13. The admin access is updated successfully.

