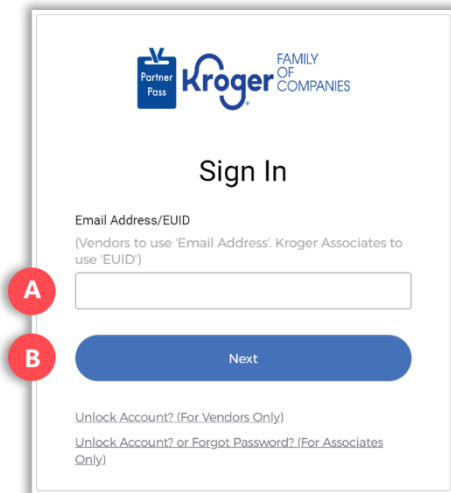


Revoke Application Access



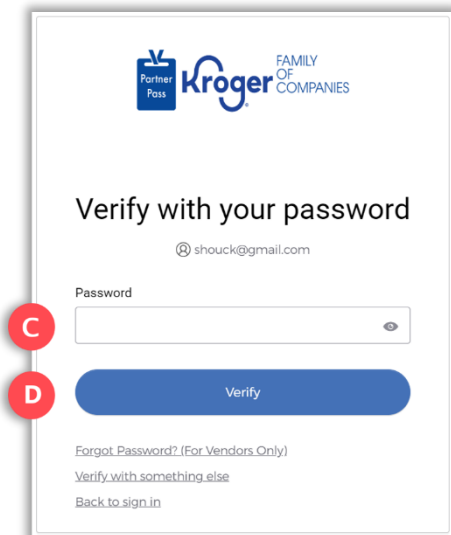
This task can only be performed if you have the admin user role.

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



The Sign In screen displays the Partner Pass and Kroger Family of Companies logos at the top. Below the logos is the title "Sign In". A text label "Email Address/EUID" is followed by a note: "(Vendors to use 'Email Address'. Kroger Associates to use 'EUID')". A text input field is positioned below the note, with a red circle labeled "A" to its left. Below the input field is a blue "Next" button, with a red circle labeled "B" to its left. At the bottom of the screen, there are two links: "Unlock Account? (For Vendors Only)" and "Unlock Account? or Forgot Password? (For Associates Only)".

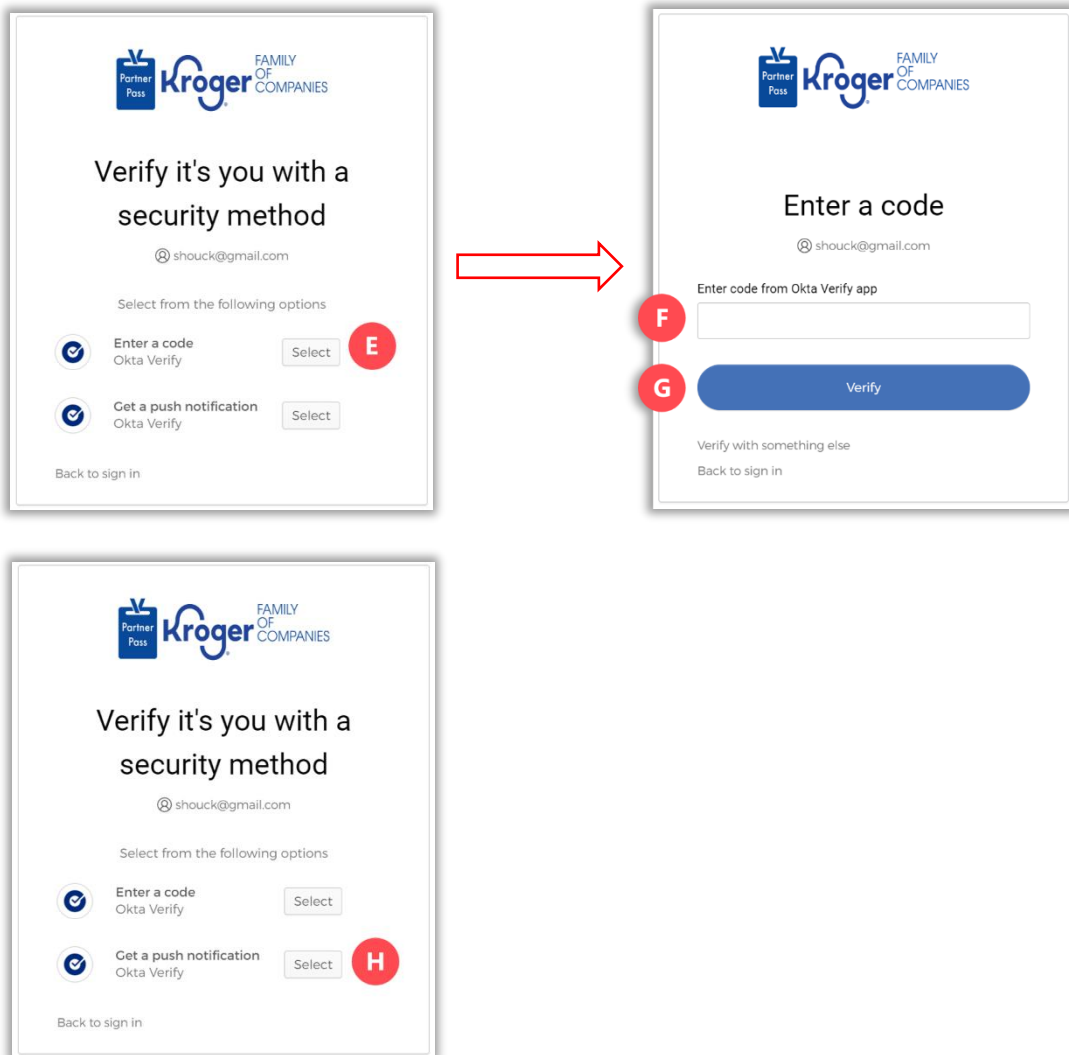
4. Enter your **Password (C)**.
5. Click **Verify (D)**.



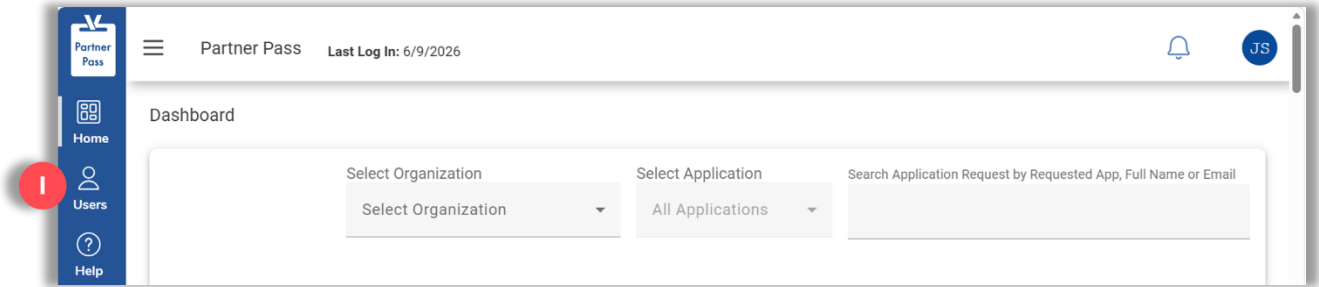
The Verify with your password screen displays the Partner Pass and Kroger Family of Companies logos at the top. Below the logos is the title "Verify with your password". A text label "Password" is followed by a note: "(@ shouck@gmail.com)". A text input field is positioned below the note, with a red circle labeled "C" to its left. Below the input field is a blue "Verify" button, with a red circle labeled "D" to its left. At the bottom of the screen, 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.

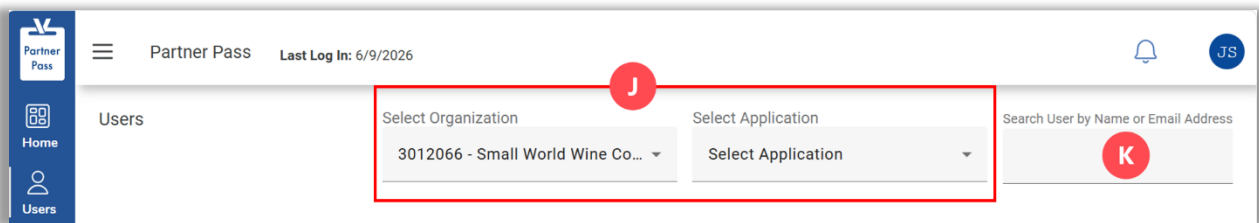


7. Click the **Users icon (I)**.

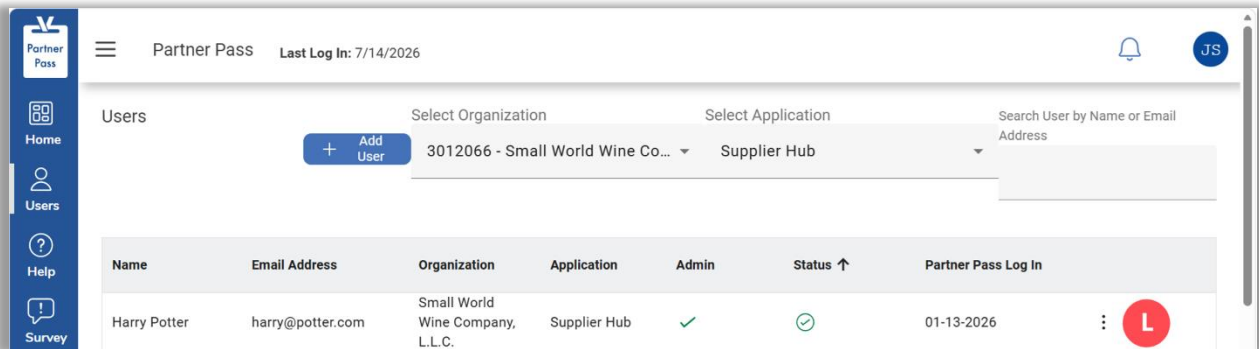


8. Select the **Organization and Application** (ex: Supplier Hub, Supplier Connect, or Maximo) **(J)**.

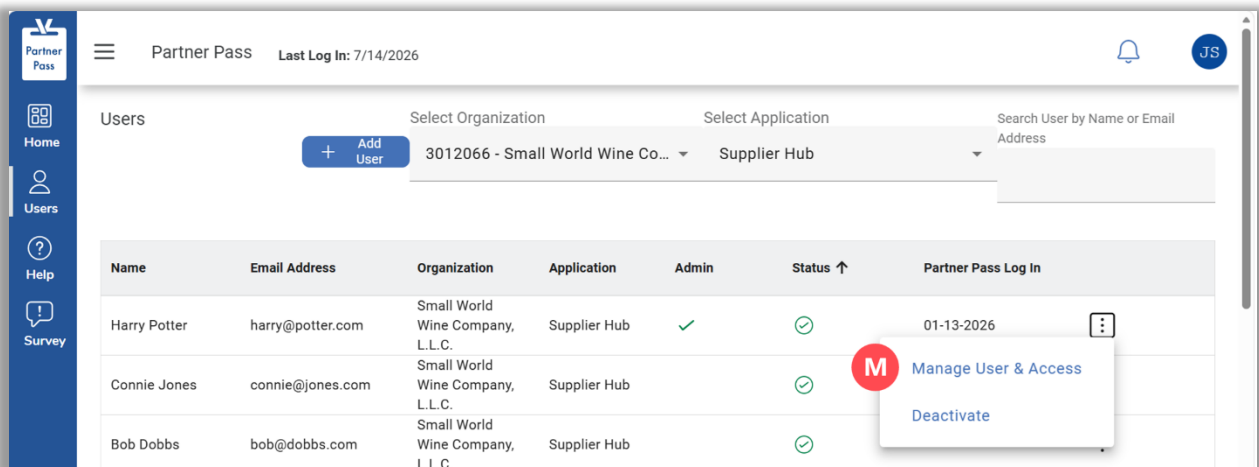
9. If necessary, **search (K)** by name or email address.



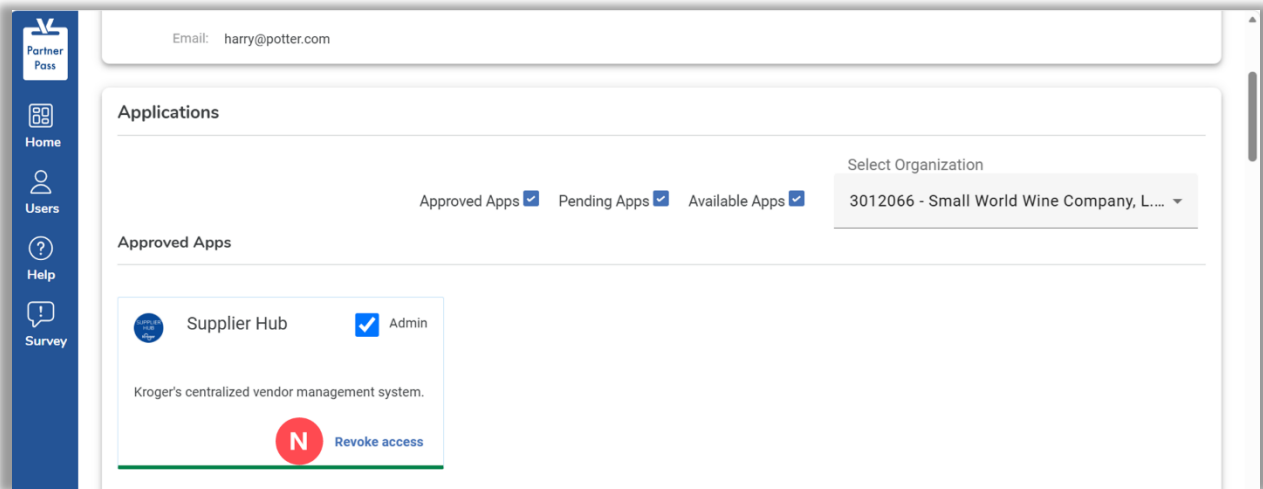
10. Click the **3 dots (L)** for the user you want to revoke application access.



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

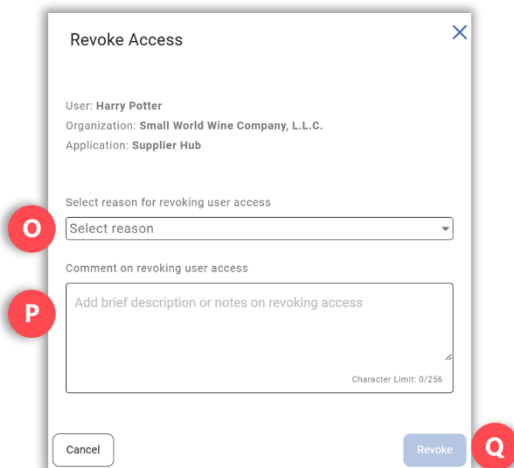


12. On the application tile you're working with (ex: Supplier Hub, Supplier Connect, or Maximo), select **Revoke access (N)**.



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.



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

Partner Pass

Home

Users

Help

Survey

Approved Apps

Pending Apps

Available Apps

3012066 - Small World Wine Company, L....

Approved Apps

Pending Apps

Available Apps

Supplier Hub

Admin

Kroger's centralized vendor management system.

Grant access