

Deactivate a User

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

Organizations are expected to keep the active users in their organizations up to date.

External admin users are responsible for deactivating any users that are no longer employed by the organization.

- 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:

То:	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 or Application** (J).
- 9. If necessary, **search** (K) by name or email address.

Partner Pass	Partner Pass Last Logon: 29	? S T		
8	Users	Select Organization 3000001 - SMOKE TEST SUPPLIER DO ~	Select Application -	Search User by Name or Email Address
8				
Ç.				

10. Click the **3 dots** (L) for the user you want to deactivate.

Partner Pass	Partner Pass Last Logon: 29 Sep, 2023 14:10:45 UTC						?	ST
BB A	Users	Sele + Add User 300	ect Organization 10001 - SMOKE TEST SL	Select A JPPLIER DO ▼ Kroger (Application eCommerce Oc	cado Fulfillment	Search User by Name or Email Address	_
Ţ.	Name	Email Address	Organization	Application	Admin	Status ↑		
	Ali Mohammed	MohammedTest2@gmail	SMOKE TEST SUPPLIER I.DO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	\odot	1	
	Amy Ringo1	AmyRingo.external@gma	SMOKE TEST SUPPLIER hiDO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	\odot	:	

11. Click **Deactivate** (M).

Ģ	Name	Email Address	Organization	Application	Admin	Status 🛧	
	Ali Mohammed	MohammedTest2@gmai	SMOKE TEST SUPPLIER I.DO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	\oslash	<u>:</u>
	Amy Ringo1	AmyRingo.external@gma	SMOKE TEST SUPPLIER aiDO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	\odot	Manage User & Access
	Chetan Kroger	chetan.bhimrao@krogera	SMOKE TEST SUPPLIER a.DO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	\odot	M Deactivate
	Chetan R4	Chetan4@gmail.com	SMOKE TEST SUPPLIER DO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	\oslash	:

- 12. Select a **reason** (N).
- 13. Enter any necessary **comments** (O).
- 14. Click **Deactivate** (P).

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



User: Ali Mohammed	T LIGTE Instituted Caroly Test
Application: Kroger eCommerce Ocado Fulfill	ment
Select reason for deactivation of user	
Select reason	
Gomment	
Brief description or notes on deactivat	lion
Brief description or notes on deactivat	lon

15. The user's **Status** (Q) will change to deactivated.

						Q	•
Partner Pass	Name	Email Address	Organization	Application	Admin	Status ↓	
周	Ali Mohammed	MohammedTest2@gmail	SMOKE TEST SUPPLIER .DO NOT USEE- Inactivated-Smoke Test	Kroger eCommerce Ocado Fulfillment	~	\otimes	: