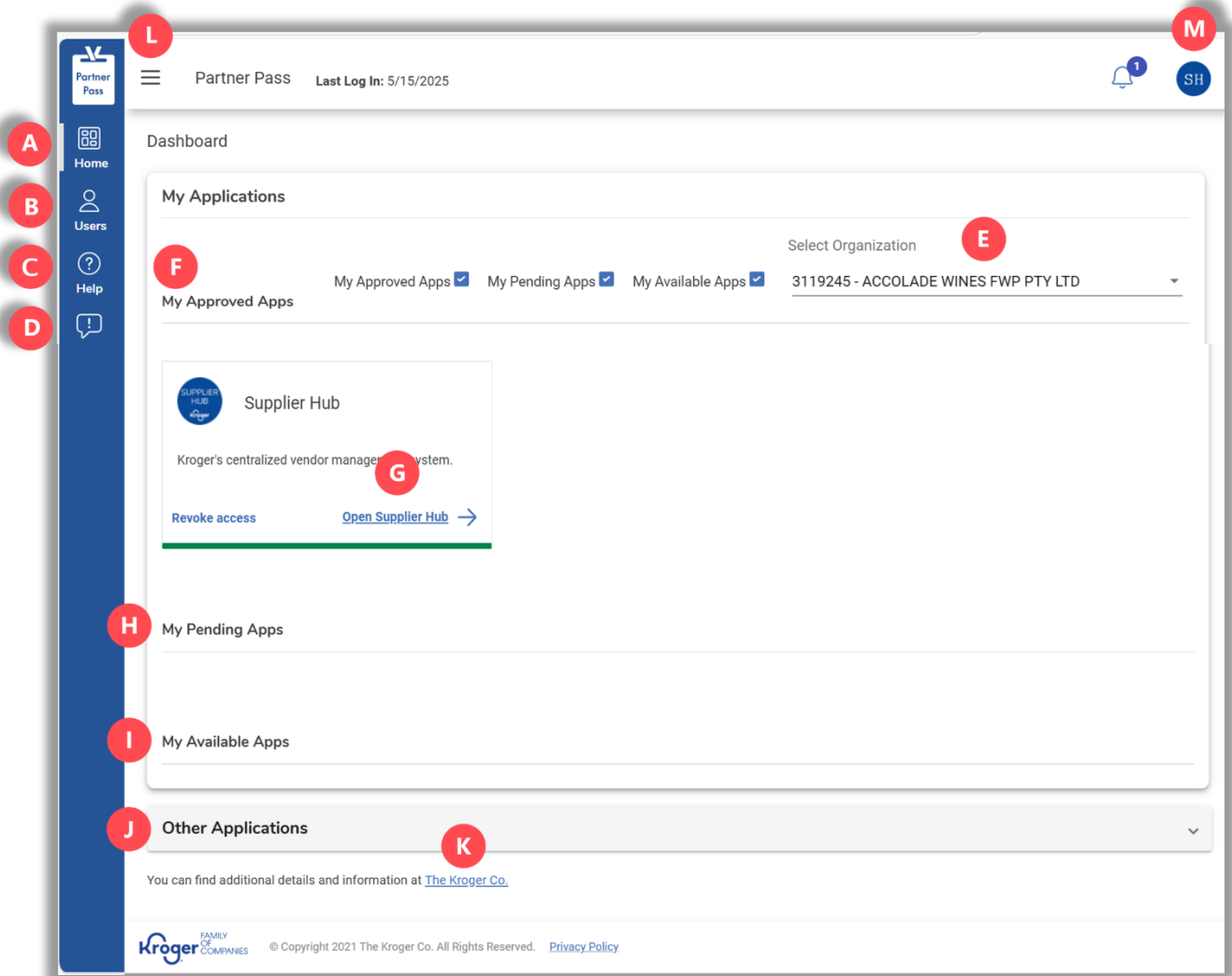





## Dashboard Reference Guide

1. Navigate to <https://partnerpass.krogerapps.com/>
2. Use the reference table below to learn more about the **Dashboard**.



Label:	Description:	Use:
A	Home	Displays applications that can be accessed through Partner Pass. <ul style="list-style-type: none"> <li>Click <b>Home</b> to return to the Dashboard at any time.</li> </ul>
B	Users	Displays other users in your organization. <ul style="list-style-type: none"> <li>Click <b>Users</b> to view the Users screen.</li> </ul> <p>If you have admin access, you can see users belonging to specific organizations and applications.</p>

C	Help	Click <b>Help</b> to view information about different tasks for all users within Partner Pass.  If you have admin access, you will also see the Admin tab with help information.
D	Survey	Click <b>Survey</b> to take a survey about Partner Pass.
E	Select Organization	If you have access to multiple profiles, click the <b>drop-down box</b> to switch between them.   Remember to log out of Supplier Hub prior to switching profiles.
F	My Approved Apps	Log into any application under "My Approved Apps" by clicking <b>Open &lt;app name&gt;</b> (G).
H	My Pending Apps	Displays applications you have requested but not yet been granted access.
I	My Available Apps	Displays applications to which you can request access.
J	Other Applications	These applications require additional sign-on.
K	Job Aids	Click <a href="#">The Kroger Co</a> link to view all job aids for Partner Pass.
L	Hide/show menu	Click  to hide/show the blue, vertical Partner Pass menu bar.
M	My Profile	Hover over your initials to select My Profile. <ul style="list-style-type: none"> <li>Click  to update your first/last name.</li> <li>Click the Change Password button to change your password.</li> </ul> Hover over your initials to log out of Partner Pass.