How to add Kronos Group Wiki

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Document Name

Contact Assistance Request Task

Author(s)

Date Published

Document Purpose

How to add Kronos Group in Okta

Overview

· Open https://fmc.okta.com and click on Admin Tab after entering credentials.

· Search with user first name and last name or Fresenius email address. Search for Okta_Kronos_ADP_FTE_Users and add the group.Check on the users profile if OKTA application is visible.

· Kronos group is added successfully in OKTA.

Required information

The following information is required when creating the Contact Assistance Request Task:

1. Caller Name – Name of person you are trying to reach.

2. Contact Number – Phone number of person you are trying to reach.

3. EMP ID – EMP id of person you are trying to reach.

4. Issue – Short description of Issue the Caller is experiencing.

5. Reason for request – Short description of why you are attempting to reach the caller and what information you require from the caller.

Other Information

NA

Process

· Open https://fmc.okta.com and click on Admin Tab after entering credentials.

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Search with user first name and last name or Fresenius email address.

Search for Okta_Kronos_ADP_FTE_Users and add the group.

· Check on the users profile if OKTA application is visible.