

How to add Kronos Group

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Document Name

Contact Assistance Request Task

Author(s)

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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.