Account set-up guide

Create your new partnership account
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The new MPN membership management experience

Over the next several months, we’re moving MPN membership management from Partner Membership Center (PMC) to partner.microsoft.com—the single destination to manage your business relationship with Microsoft. To ensure the best experience, starting now and continuing through the end of the year, we’re inviting partners (via PMC notifications and email) to move on a rolling basis. We'll invite you to move once we have all the features and capabilities ready for your success. After all partners have been moved, PMC will be retired.

When you complete your transition you’ll be able to:

- Manage your account as an organization, instead of individual accounts
- Purchase Microsoft Action Pack subscriptions (MAPs) and access benefits
- Easily renew your annual membership
- Track your progress on meeting the requirements for a Gold or Silver competency
- Create your organization's business profile and manage customer referrals
- Join the Cloud Solution Provider (CSP) program
- Stay up to date on important news and announcements
Here are some easy steps you can take in preparation for setting up your account

**Step 1: Update your existing PMC account**
It’s important to assess your existing MPN IDs in PMC. We'll be reaching out to partners to confirm their identity, so please make sure your contact information and locations are accurate.

**Step 2: Verify your business locations in PMC**
Sign in to PMC to review your business location summary. Remove or update any outdated locations to ensure your entire organization is accurate and clearly represented when you set up your new account. This includes correcting any business location addresses.

Before removing any locations, be sure they’re not enrolled in any other Microsoft programs, such as competencies, DPOR, incentives, etc.

If you choose to disassociate (remove) any locations that are no longer accurate or needed, you can do this by clicking on Organization Information > Manage Locations > Disassociate Locations in PMC. Once you transition to partner.microsoft.com, you’ll be able to associate your necessary business locations with a single account.

**Step 3: Remove outdated users**
Any PMC users who no longer require access or have left your organization should be removed to prevent unauthorized access. Once your account has been moved to partner.microsoft.com, your employees will sign in using their work email addresses.
Step 4: Only for those with multiple V-Orgs

Note: This is a unique situation for a small number of partners. If you have multiple V-Orgs in PMC, this is an opportunity to merge those V-Orgs before migration, creating a single global account to manage all users and programs in which you’re enrolled. You can also continue to use multiple V-Orgs when you set up your new account(s).

Some things to consider before making this decision:

1. If you continue to use multiple V-Orgs to manage your business with Microsoft, you’ll need to set up a separate account for each V-Org. A unique legal entity and tenant is required for each account.

2. If you decide to merge your V-Orgs into one account:
   • Upon your renewal, MPN competency and benefit policies for a single V-Org will still apply.
   • You will need to choose one V-Org as your primary and all location MPN IDs will be associated under the chosen primary V-Org. Any remaining V-Org MPN IDs will not be migrated. Make sure you haven’t used those MPN IDs to enroll in any other programs, including incentives and Digital Partner of Record (DPOR), etc.
Find out if you have an Azure Active Directory tenant

We’re using Azure Active Directory (AD) as the single sign-on authentication to manage all users across all partner programs. Azure AD is an identity and access management service that is set up when you sign up for Microsoft cloud services, such as Azure, Office 365, Intune, etc.

It's important to verify whether you already have an Azure AD tenant. If so, we recommend using the existing one before creating a new tenant. Once you sign in with an Azure AD tenant, there's no reversing or changing tenants.

If you need help, you should reach out to your IT admin.

Do you already have an Azure AD tenant?

Step 1: Contact your Azure AD global admin to ensure this is the tenant you want to use to create your account. To make user management easier, we recommend using the tenant that is associated with your company's domain name.

Step 2: The Azure AD global admin will be required to sign in for the first time with your organization's tenant to link your domain to your new account. The Azure AD global admin is required to ensure your organizational information is not mishandled.

Don’t have an existing Azure AD tenant?

Step 1: Create a new one. If your organization does not have an Azure AD, you'll set it up at no cost during the onboarding process.

Step 2: Once you complete the process, you'll have your own Azure AD tenant with the domain name you chose during sign-up. In the Azure portal, you can find your tenant by navigating to Azure Active Directory.
In Azure Active Directory, a tenant is representative of an organization—not an individual.

**Associating individual learning credentials**

As part of your new account setup, employees in your organization will be required to associate their learning credentials with your organization’s account. Here’s how you can help facilitate this process:

**Step 1:** Create new accounts for your users by clicking *Add new users using PMC data*, or invite currently listed users to associate their learning credentials.

**Step 2:** Once logged in, new users can update their profile by clicking *My Profile* under *User Accounts*.

**Step 3:** Select *Associate Microsoft Learning Account* to ensure the correct MSA account is listed.

Global admins can download and view a report that shows which members of the organization have completed this process. Your employees’ learning credentials are required to attain a competency.
Invitation to move

Between now and the end of the year, we’ll invite all partners to create a new account to manage their Microsoft Partner Network membership. When we’re ready for your organization to move, you’ll receive a notification in PMC as well as an email.

(If you previously were invited to set up your account in Partner Center, don’t worry—all your information is still available. Simply select Dashboard from any partner.microsoft.com page.)

Once you’ve accessed your invitation and click “Get started,” you’ll be routed to a welcome page that will walk you through your next steps. Before continuing, you should take inventory of a few important things.

What you’ll need to get started

- Your Azure AD global admin must be present during the migration to link your organizational domain with your new account. This is a one-time process that requires the admin to enter their credentials.
- Your organization’s legal business name, address, primary contact, and support details
- Authority to sign the agreement on behalf of your company

Already received your invitation? Sign in to PMC to get started.
Welcome to partner.microsoft.com

Once you’re signed in, use the dashboard to explore all your capabilities.

**Add users and assign roles**

To help distribute the responsibility of managing your Microsoft membership, you should assign at least one permission level for each user. Anyone in your organization who has a work email address can be assigned a role.

Simply choose from any of the employees on your corporate domain (or Azure AD tenant), which are listed on your dashboard. Employees will only need their email address and password to sign in. [Read this article](#) for more information on user roles and their functionality.

**Associate learning credentials**

Any employee who has completed training or exams offered through Microsoft will need to associate their credentials with their new user account. You'll need your users to complete this task for continued access to Partner University and qualify for competencies.
Explore your dashboard

Renew your MPN membership subscriptions

Renew your Microsoft Action Pack subscription (MAPs) for software, support, and benefits to build and grow your cloud practice. You can renew your current competency to continue to demonstrate your proven expertise in delivering quality solutions.

If you choose to set up your account before your renewal date, there will be no disruption to your current benefits. You’ll be able to manage your current benefits on your dashboard.

Get started with referrals

Referrals help you connect with customers who need your solutions and expertise. To get started, you need to create a business profile that showcases your company’s offerings and capabilities. Learn more about creating your business profile and being successful with your customers here.

Need support? We’ve got you covered. If you encounter any issues, don’t hesitate to reach out to us for help.

• Get support for your MPN membership
• Chat with a support agent
• Sign-in to PMC to get started today