How to Associate to Your Microsoft Partner Network ID

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The Internet Environment You Need
When you are ready to begin, launch the “InPrivate Browsing” function of Internet Explorer to open a new tab for your use. You can access InPrivate browsing by right-clicking on the Internet Explorer icon and choosing “Start InPrivate Browsing” from the list of options that pop up. It’s also recommended that you clear your cache and cookies.

STEP ONE: CREATE A MICROSOFT ACCOUNT
In-Private Browsing
First, launch “In-Private browsing” to create a new tab for the work you’ll be doing.

What is a Microsoft account?
A Microsoft account is the personal email account you use to sign in to Microsoft services like Hotmail, Skype or Xbox. Don’t be confused: when the system is asking for your “Microsoft account,” it is *not* asking for your work email address. The “Microsoft account” is also referred to as the “Windows Live” ID at several points in the system. If you have an existing Microsoft account, you can use it for this step in the process, and it will become the foundation for how Microsoft will recognize you in its system each time you log in to access your partner services and benefits.

To create a new Microsoft Account / Windows Live ID, navigate to the “Create an account” page by
clicking HERE

Complete the online form:

You will see that the online form asks for your phone number. This step exists to protect your identity and your partner organizational records. Microsoft will use the phone number to send you a code via text message to verify your identity if you’re logging in from a new device.

Be sure to keep a record of your new Microsoft account (email address and password) once you’ve created the account. Now that you’ve created your Microsoft account, you’re ready to begin the association process.
STEP TWO: THE ASSOCIATION PROCESS
Launch a new "InPrivate Browsing" window and navigate to this site:
https://partners.microsoft.com

You will now find yourself at the screen below, and you’ll see that you have two options: “Associate as an Individual” or “Enroll Organization.” Your organization already has a membership with the Microsoft Partner Network, so do not choose the “enroll organization” tab. That option is only for new partners creating an MPN ID for the first time. Choose “Associate as an Individual.”

[Image of Microsoft Partner Network website]

Clicking on the “Associate as an Individual” option takes you to the next screen, which is the “Find Your Organization” tab. The “Find Your Organization” tab is optimized for those who do not know what their MPN ID is. This screen will accept one of three company identifiers from you: your company's name, the company email domain name, or the MPN ID number. Any one of those three will enable Microsoft to search for and find your company within its partner list. These fields are indicated with red boxes in the screenshot below.
After you’ve entered in your organization’s info, click the “Find My Organization” button (please ignore the section that offers you the opportunity to “Enroll Organization”).

You will see a new “Similar Organizations Found” section appear near the bottom of your screen, featuring a list of companies that match the information you’ve provided. Scroll through the
available options and select your company from the list (see red arrows in screenshot below), then click on “Associate to this Organization.” Again, please ignore the “Enroll New Organization” section.
You are now at the “Organization Found – Submit Email” screen (see below). The MPN system has identified your organization and is ready to identify you as a “partner” employee. The best way in which Microsoft will validate you as a partner representative is to verify your work email address. Be sure to enter your work email address – and not your Microsoft account/Windows Live ID – in the “E-mail” field. Microsoft will send an email to you at your work email address to notify you when your request to associate has been approved. At this screen, please complete all fields, including the “First Name” and “Last Name” fields, and then click the “Submit” button.
NOTE: If, after clicking “submit,” you see the red text appear in the screenshot below, this means you’ve entered an email address whose domain doesn’t match to your company’s email domain (hence the importance of using your work email address at this step in the process). You can either alter the email address you had entered in this screen and click “submit” again, or you will need to click the “Contact Administrator” button, which means that Microsoft will send a note to the Administrator within your organization, asking him/her to approve your request.
Finished!
Here is the final screen that will pop up, notifying you that this process is complete and that your request to associate is being sent to the MPN Administrator in your organization for approval.

Approval of your request to associate will come in the form of an email from Microsoft. Typically the email arrives in your inbox the same day you submitted the request; sometimes approval can take one-two days to complete. If the approval email does not arrive after two business days, please contact the MPN Administrator in your organization for resolution.