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1 Introduction

This document is designed to guide Microsoft partners utilizing the Partner Membership Center (PMC) portal to manage MPN benefits and related services in migrating to the new Partner Center portal.

2 Pre-requisites

Before commencing transition activities, the following pre-requisites need to be satisfied:

1. Identify the Azure Active Directory (AAD) tenant that will be associated with the new Partner Center portal
2. Ensure the PMC Global Administrator is available during the transition
3. Ensure a Global Admin of the selected AAD tenant is available during the transition
4. Be prepared to accept the Terms and Conditions of Partner Center during the transition process
5. Verify the HQ country matches the AAD tenant country (see Appendix I & Appendix J)
6. Ensure your MPN membership/competencies are NOT in an expired state. If they are, renew before commencing transition activities. You can check at https://partners.microsoft.com
7. If you have purchased ABTK(s), you should renew/re-purchase them before migrating
3 Transition Process Walkthrough

Step 1: Login to [https://partners.microsoft.com](https://partners.microsoft.com) and sign in with your PMC Global Administrator credentials

![Sign in to Microsoft Partner Center](image1.png)

Step 2: Click on ‘Get started’

**Note:** When your Partner Membership Center account is eligible for transition (whitelisted), you will see the following prompt as well as the blue notification bar. If you do not see this, you are either not an administrator, or not eligible for transition yet.

![Prompt from Microsoft Partner Membership Center](image2.png)
Step 3: Click ‘Next’

Step 4: Click ‘Sign in’
Step 5: Click Sign in and enter your Azure AD Global Administrator credentials.

![Sign in](image)

Step 6: Verify that the information displayed is correct.

![Information](image)

Note:

1. Verify the organization name displayed. Please be aware that if you change it, your Azure AD tenant display name will get overridden with the value entered here. You can always change it back from the [Azure AD Portal](https://portal.azure.com) if needed.
2. The primary contact email address entered will also be used to override the one used for your Azure AD tenant.
3. You must remove all parentheses, +1, and dashes from the phone number field.
4. Make sure you have access to the email address specified, as it will be used to verify the account during the transition process (you can change the email address later).
5. Verify all other information displayed is correct.
Step 7: Scroll to the bottom and click ‘Enroll now’

Step 8: Check your mailbox to make sure you have received an email at the address you provided. Click on the “Verify email address” link in the body of the email and then click ‘OK’ on the prompt below

Verifying primary contact’s email address
We’ll email to verify that this email address belongs to your company.

Important: We don’t accept email addresses from Web-based email services such as Gmail, Yahoo! Mail, iCloud Mail, AOL Mail, or Outlook Mail.

if your@outlook.com doesn’t get our email, go to Account Settings and select Resend verification email.

To change the primary contact’s email, select Cancel and then change the email address to one associated with your company’s domain name.

[OK] [Cancel]
**Step 9:** In the Overview tab on the left, review the agreement and if you accept, click the ‘Accept and continue’ button

**Agreement**

By selecting **Accept and continue** below, I confirm that I’m authorized to act on my organization’s behalf and I agree to the terms and conditions in the Microsoft Partner Network Agreement.

**Current tasks**

- New! Partner Center Analytics app for Power BI.
  - Get a visual representation of your business data with Partner Center Analytics app for Power BI.
  - Get Started.

- Sell Azure Reserved VM Instances through CSP
  - You can now offer significant savings to your customers when they reserve space on Azure virtual machines in advance. Learn about the one- and three-year plans that are available now.
  - Learn More

**Note:**

At this point, within a couple of minutes, the transition process will be completed. [https://partners.microsoft.com](https://partners.microsoft.com) will be marked as read-only and functionality will be limited. Your existing benefits and competencies will be copied over to the Partner Center portal from PMC ([https://partner.microsoft.com](https://partner.microsoft.com)). Continue to follow this document for post-transition verification steps and additional guidance.
4 Post-Transition Verification Steps

This section provides guidance for validating the transition has been completed successfully. All verification steps are done within the new portal, https://partner.microsoft.com – please use your Azure AD credentials to login and follow the guidance in each step.

Step 1: On the left menu, click on the ‘Overview’ tab (https://partner.microsoft.com), and then click ‘View users’ under user accounts.

Step 2: Verify that you can now see all expected users in your Azure AD tenant.

Note: If you would like to assign users role specific administrative access to Partner Center, click on their name and assign them a role. You do not have to assign regular users a role. For more information on roles, click here.
Step 3: On the left menu, click on the ‘Competencies’ tab and verify competency level is correctly reflected.

Note: If you do not remember what competencies you had before, check in PMC (which is now read-only but still available at https://partners.microsoft.com).

Notes:

1. Migration of competencies can take up to 48 hours to propagate over to Partner Center.
2. To preserve competencies beyond the grace period, inform users to sign into Partner Center using their work accounts and associate their Microsoft Learning account (see Appendix B) to requalify for benefits.
3. Depending on the competencies your organization has, the minimum number of users who need to have their MCP ID associated with Partner Center could vary (usually 1 to 3 users). If this minimum requirement is not met, your MPN account will get disqualified after a grace period (usually 30 days).
Microsoft Certified Professional (MCP) Profile Verification Ahead of Association

Microsoft Certified Professionals (MCP) have an ID to which their certifications are associated. To avoid any confusion or errors in this process, we strongly recommend individual MCP users to visit their Microsoft Learning profile page and confirm everything is showing as expected. These include signing in to https://microsoft.com/learning with their Microsoft Account (MSA) to make sure that they can see their MC ID and their associated certifications. Note that MCP ID and MC ID refers to the same information. The guidance below shows these steps.

Step 1: Open a private browser and go to https://microsoft.com/learning
Step 2: Sign in with your Microsoft account. This could be @hotmail.com, @outlook.com, @live.com but can also be a custom one, perhaps your company domain. Note that if you are using your work email address as your MSA account, the passwords are likely different.

Step 3: Click on the ‘Your dashboard’ tab near the top of the page.
Step 4: Verify that the MC ID is correct and that you can view previously taken exams.

Note: At this point, you have verified that as a Microsoft Certified Professional, you are able to access the learning portal with your Microsoft account and see their MCP ID. You can now login to Partner Center (https://partner.microsoft.com) and associate your certified professional profile to your Partner Center account.
Appendix A – Referrals

Referrals help you connect with customers who need your solutions and expertise. Before you can receive referrals from Microsoft, you need to create a business profile that showcases your company's offerings and capabilities.

Learn more about setting up your business profile and being successful with your customers here.

Note: Creating a business profile allows you to showcase your company's offerings, solutions, and expertise. Your business profile will be listed in all the places customers and internal Microsoft sales agents search for qualified partners.

Step 1: Navigate to https://docs.microsoft.com/en-us/partner-center/referrals to learn more about referrals.
Step 2: To get started with Referrals, Sign into https://partner.microsoft.com as an administrator and click on the ‘Referrals’ tab on the left menu.

Step 3: Click ‘Business Profile’.

Step 4: Pick the country for your profile and click ‘Create a business profile’.
Step 5: Update the profile, then scroll to the button to accept the terms and conditions and add location. Click ‘Publish’.

Note: You can only have 5 business profile locations per country. These are not to be confused with MPN locations, which does not have such limit.
**Note:** You must hit ‘Save this location and add another one’ to publish.
Appendix B – Referral Search

The referral search allows you to connect with businesses who need a Microsoft solution provider to assess their business goals, identify a solution that meets their business needs and help their business become more agile and efficient.

Step 1: Customer goes in and searches for Partners that match their criteria.
Step 2: The results will populate with all information that matches their criteria.

Step 3: If your organization is picked by a customer, you will receive an email notifying you of the lead.

Dear

You have a new Microsoft customer referral awaiting for your prompt review. Please log in to your account on Partner Center to view the referral. You will have up to 72 hours to express interest. If we don’t hear from you, we will notify the customer that you are not available.

A summary of the request is listed below.

Organization Name:
Customer location:

Thank you and good luck,
The Microsoft Team

Step 4: You can view the lead by either clicking on the link in the email or going to the portal and clicking ‘Referrals’.
Step 5: Click ‘I’m Interested’ to track the lead.

Step 6: Once you click ‘I’m interested’, the lead will appear in the evaluating stage for 7 days. Click on the organization name to view more information.

Step 7: By clicking on the organization, you will be able to estimate the deal value, add a customer target closing date, view customer information, and accept the referral.
Appendix C – MCP to perform association in Partner Center

This important section includes a walkthrough showing how a certified professional employee should perform mapping of his or her Microsoft Learning Profile to his or her work account.

**Step 1:** Navigate to [https://partner.microsoft.com](https://partner.microsoft.com)

**Step 2:** Click on the **Sign in** button

**Step 3:** Enter your work account credentials, which should be the Azure Active Directory account you use to access Office 365 or other Microsoft services.
Step 4: Click ‘Skip tour’ if you do not want to go through the quick tour introducing you to the portal.

Note: There is an option to complete the tour later if needed.

Step 5: Click the ‘Overview’ button on the left menu.
Step 6: Click on the ‘My Profile’ button under User accounts.

Step 7: Click on ‘Get Partner University access’ under Microsoft training & assessments.
Step 8: Sign in with your Microsoft account (MSA).

**NOTE:** If you use your corporate email for your Microsoft account, ensure you use the Microsoft account password and NOT your corporate account password.

![Microsoft Sign in screen](image)

**Note:** If you do not remember your password, you can reset it by clicking on the [Forgot my password](#) link.

Step 9: Click on ‘Associate Microsoft Learning account’ under Microsoft exams and certification.

**Note:** If in the rare case where your Microsoft account to sign in to Partner Center University is different from the account you use to access Microsoft Learning, uncheck the “Use <your user account> to associate my Microsoft Learning account” checkbox and sign in with your other Microsoft account.

![Microsoft Account Settings](image)

**Note:** You are done with the association at this point. Remaining steps are provided as a reference for future use in case association needs to be removed.

**Note:** If an employee’s Azure AD account gets deleted, this association will be voided and removed.
Appendix D – MCP to perform disassociation in Partner Center

Step 1: Navigate to https://partner.microsoft.com

Step 2: Click on the Sign in button.

Step 3: Enter your work account credentials, which should be the Azure Active Directory account you use to access Office 365 or other Microsoft services.
Step 4: Under User accounts, Click ‘My Profile’

Step 5: Click ‘Disassociate’
Step 6: When the prompt comes up click ‘Yes, disassociate my account’.

Disassociate Microsoft Learning account
Are you sure you want to disassociate your Microsoft Learning account? Note: Your organization will no longer receive credit for exams and certifications you’ve earned.

Yes, disassociate my account  Cancel
10 Appendix E – Maintaining Competency Status
This section walks you through how to ensure you meet the minimum requirements to maintain your competency status.

Step 1: Log into https://partner.microsoft.com

Step 2: Click on either ‘Competencies’ to the left or click on the message notification to the right to view information about your competencies.

Step 3: If your competencies are at risk, you will notice either a yellow banner at the top or a triangle under the risk section. Click on the name of the at-risk competency.
Step 4: Click on ‘Azure Consumption option’ to view the requirements to maintain your competency level.

Step 5: If you do NOT see a green checkbox by the requirement, then you have NOT met the requirement/threshold for that task. You must have a green checkbox under each section of the competency level that you want to obtain.
Note: If you need to see who has complete what test click on ‘Competencies’ and then ‘Download skills report’.

Note: An excel sheet will be generated with details on what users have completed which exam.
Appendix F – Post Transition Notification

After transition to Partner Center, your MCPs need to perform Microsoft Learning profile mapping. If your anniversary date is close, you may receive the following email until you meet respective competency criteria for your target level. Part of this requalification relies on MCP registrations, part of it relies on other defined competency requirements. Your MPN administrator(s) should work with respective groups to ensure qualification level is achieved for an uninterrupted membership experience at the level you desire.

Action Required:

This is a notice that your organization is no longer meeting the requirements for the following competencies, making your organization ineligible for Gold membership renewal -

- Application Integration
- Cloud Platform

Please review your competency status on Partner Center, and complete any necessary requirements before 14-Jun-2019 to maintain your Gold MPN membership.

Please note that your current Gold MPN membership and benefits will continue until 14-Jun-2019.

Thanks,
Your Partner Center team

Note: See Appendix E – Maintaining Competency Status for information on how to meet competency requirements.
12 Appendix G – Assigning User Roles
This section provides high level guidance on assigning various levels of administrative and non-administrative user rights to the work accounts of your employees.

Step 1: Click on ‘view users’ under user accounts.

Step 2: Click on the users’ name that you want to edit.
Step 3: Check the box for the role that you want to edit and click ‘update’.
13 Appendix H – Create User Accounts & Assign roles in Partner Center

Step 1: On the Settings menu, select ‘User management’.

Step 2: Select ‘Add user’.

Step 3: Enter the user’s full name and unique email address.
Step 4: Select the type of agent and/or the type of admin you want to assign the user. Partner Center access is role-based, so you can assign permissions to customize the user’s view and only show the features the user needs to see. For more information about what each role can do, see Assign user permissions, below.

**Add user**

Name *

Email *

Roles and permissions

- **Manages your organization’s account as**
  - Select an account admin role

- **MPN partner admin**
  - Can administer your organization’s MPN relationship. To be assigned to this role, the user must first be added to Partner Center.

- **Account admin**
  - Can manage your organization’s users and locations.

- **Business profile admin**
  - Manages the customer-facing business profiles for your organization.

- **Referrals admin**
  - Engages with customers who submit requests through your organization’s business profile.

Add | Cancel
Step 5: Select ‘Add’ to create the user account. Confirm the user’s details on the next page.

Note: To view a list of all of the roles and permissions associated click [here](#).
Appendix I – View MPN HQ Location

Step 1: Log into https://partners.microsoft.com

Step 2: Under Organization Information click ‘Manage Locations’.

Step 3: Under Select Location, you can now view the MPN HQ Location
Appendix J – View Azure AD HQ Location

Step 1: Log into https://portal.azure.com

Step 2: Click ‘Azure Active Directory’.

Step 3: Click on ‘Properties’.
Step 4: View the Azure AD HQ under the ‘country or region’ tab.
Appendix K – Extract report of employees with competencies

Step 1: Log into https://partners.microsoft.com

Step 2: Click on Requirements & Assets and then click ‘Manage Microsoft Certified Professionals’.

Step 3: Click on ‘Export All MCPs to Excel’.

Step 4: Click on the ‘Partner_MCP_Details’ excel document at the bottom (depending on browser this step might be different).
17 Appendix L – Extract report of associated employees

Step 1: Log into https://partner.microsoft.com

Step 2: Under User Accounts, Click on ‘View Users’.

Step 3: Click ‘Export report of users’.
Step 4: Click on the ‘PartnerCenter_users’ excel document at the bottom (depending on browser this step might be different).
18 Appendix M – Assigning Benefits

Step 1: Log into https://partner.microsoft.com

Step 2: Click Software tab to see all software available to download and install.

Note: If a product requires a product key for installation, the end-user will be prompted to enter a product key during the installation process.

Note: Only users with Admin roles (Global admin, MPN Admin) are able to get product keys and download and install software.
Cloud Services Activation

To activate Azure subscription in Partner Center, you should assign the access to it to a user within the company. The assigned user can login to the Azure portal and manage users from there. They can add new users or remove users from this subscription.

To activate License based subscriptions:

**Step 1:** Select the product name, such as Microsoft Office 365, and then click on Get keys.

**Step 2:** Click the link (as shown in below screenshot) to redeem the token.
Step 3: This redirects you to the key redemption portal. To activate the product key, select the checkbox and then click **Start**.

**re redeem your product key**

Things you should know before you start:

- If you are the first person in your organization to redeem a product key for this product, your account will be created as the administrator.
- After you redeem your product key, in most cases you'll need to add users and assign licenses to them.
- If you are setting up Office 365 and need help, see [Set up Office 365 for business - Admin Help](#).

☑️ I understand. I'm the right person to be doing this for my organization.

**Start**

Need help with your product key? [Product key help for businesses, home users, and Microsoft Partners](#)

**Step 4: Enter your product key. If you are entering multiple product keys, select Add another product key. When finished, select Next.**

**enter product key**

Enter the product keys you want to redeem.

**Product key:**

Add another product key

**Back**  **Next**  **Cancel**

Select **done adding product keys**.