

Partner University Association Instructions

Accessing Partner University for the first time

You need to authenticate as an employee of your company.

Partner University content is only accessible to employees of companies that have a Microsoft Partner Network membership.

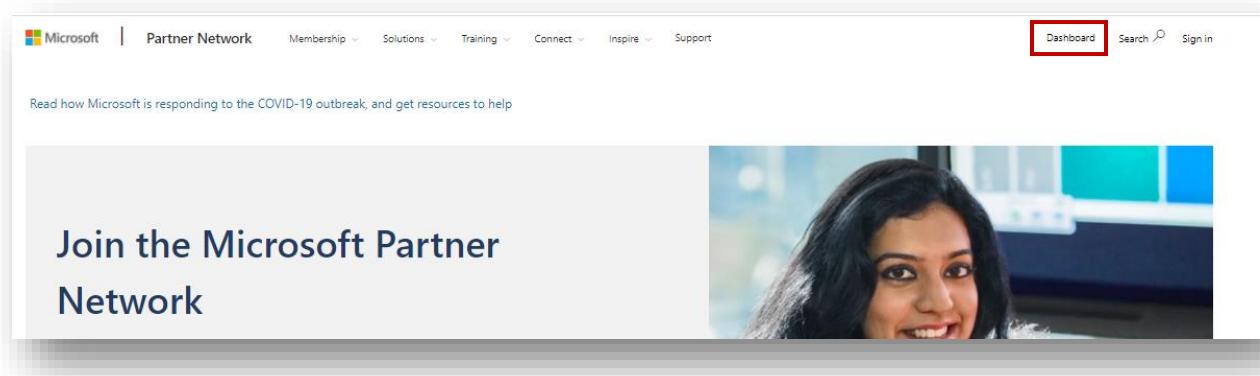
This document offers instructions for connecting or “associating” your Partner University training records to your employer’s account in Partner Center.

Partner Center is the hub for your employer’s Microsoft Partner Network membership. Since Partner Center is designed for organizations, you use your **work** email address, for example, johndoe@contoso.com, to sign into Partner Center. Your work email address is also known as your Azure Active Directory (AAD) account.

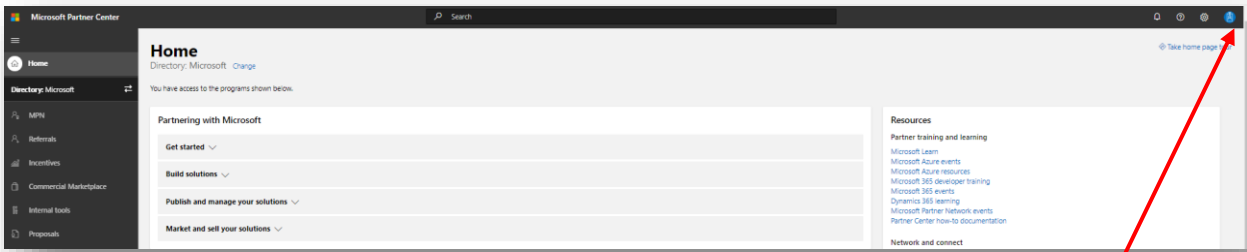
Connecting your Partner University account with Partner Center

Please follow the steps below to make the connection between your Partner University account and Partner Center.

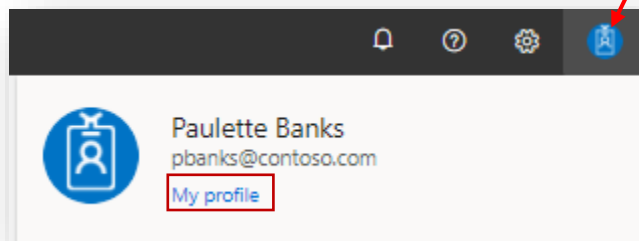
1. In a browser, navigate to partner.microsoft.com.
2. Navigate to the Dashboard link in the top right-hand corner of the page.
3. When you see the sign in prompt, provide your work account email and password.



4. Partner Center identifies that you are a member of a known partner organization and allows you to sign in.
5. After successful authentication, you see a dashboard like the one in the following screenshot below. Click on the blue account icon at the top right-hand corner of the page.

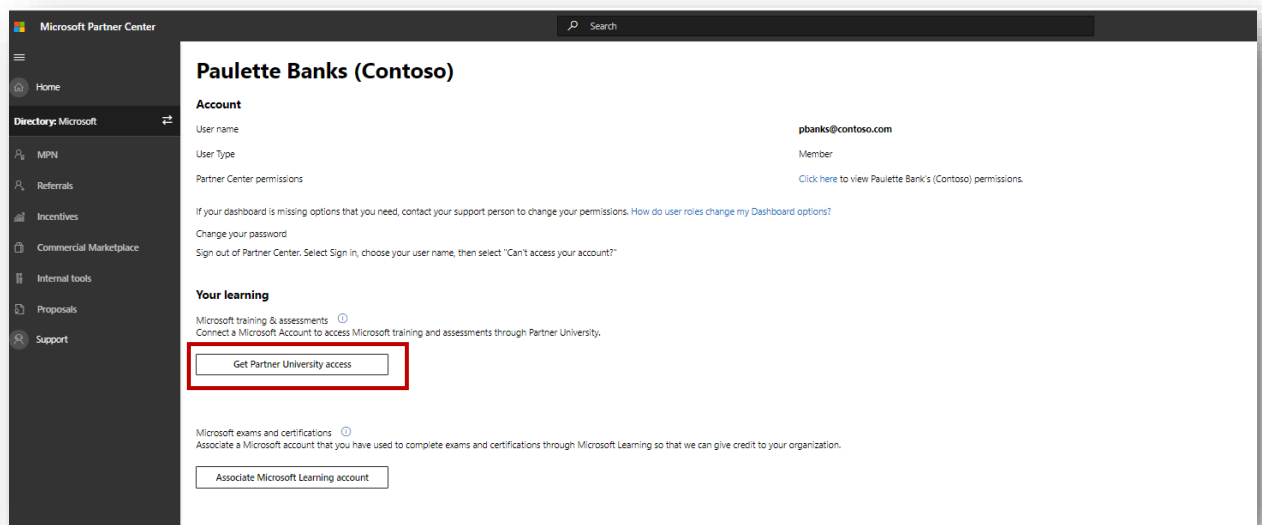


6. Click My profile.

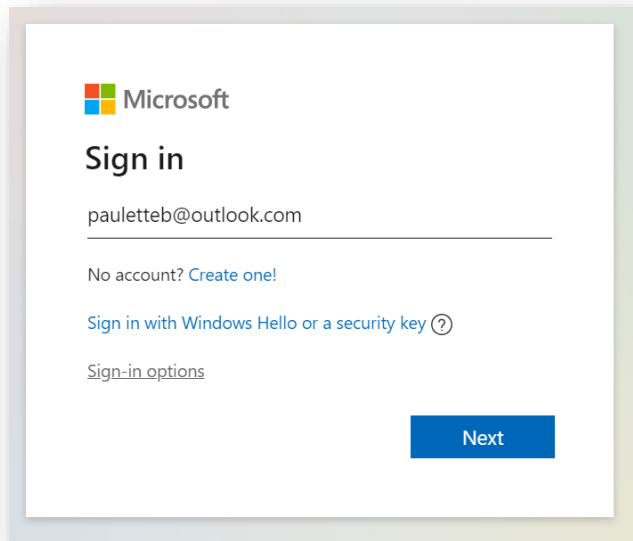


Associating your Partner University Account

1. On your Partner Center Profile page, click "Get Partner University access" following "Your learning".

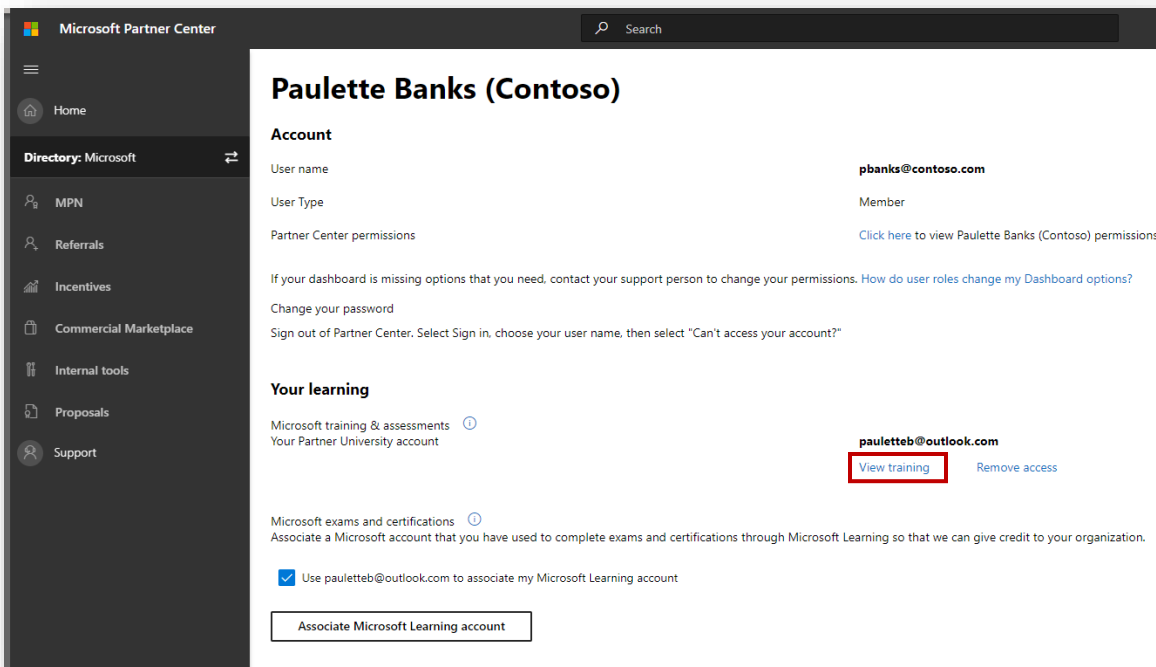


2. In the Sign in prompt, sign in using a **personal** (MSA or Microsoft) email account. Personal email addresses include Gmail, Hotmail, and Outlook addresses.



NOTE: be sure to keep track of the personal email address and password you use for Partner University access, as this account is how Partner University uses the personal email address to recognize you and your training history.

3. After you successfully link your personal email account, the "association" process is complete. The page displays a screen like the following screen:



4. To sign into Partner University and begin consuming training, click "View training" and use your personal email credentials to sign in.
5. To cancel or close your Partner University account, click "Remove access".

You have now successfully associated your Partner University records with your organization's Partner Center account. All the achievements you earn in Partner University will be applied to your organization.

Link your Microsoft exams and certifications to your organization's Partner Center records

To ensure that your organization receives "credit" for any exams and certifications you pass, connect your exam credentials to your organization's account in Partner Center.

To link your Microsoft exams and certifications to your organization's Partner Center records

1. On your Partner Center Profile page, on your account page, if you've associated your personal account with Partner University, you will see the same address as an option for "Associate Microsoft Learning account".
2. Click "Associate Microsoft Learning account".
3. Sign in with the personal email account you used to register for the Microsoft exam or certification.

