

Partner University association instructions

Accessing Partner University for the first time

If you want to access Partner University for the first time, you'll have to be authenticated as an employee of your company.

Partner University content is accessible only to employees of companies that have a Microsoft Cloud Partner Program 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 Cloud Partner Program membership. Because it's designed for organizations, Partner Center requires that you use your **work** email address—for example, johndoe@contoso.com—to sign in. Your work email address is also known as your Azure Active Directory (or AAD) account.

Connecting your Partner University account with Partner Center

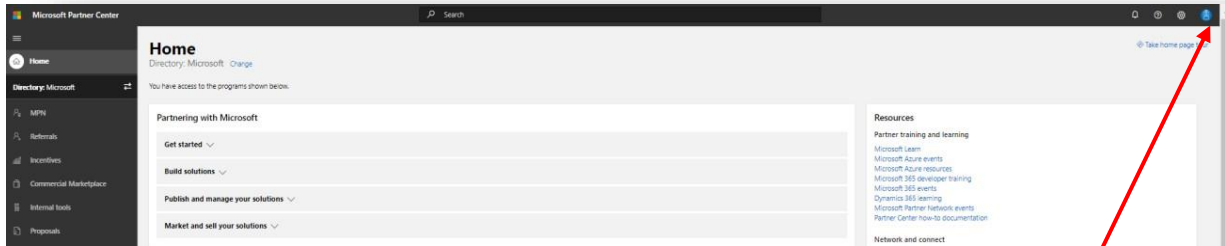
To make the connection or "association" between your Partner University account and Partner Center:

1. In a browser, go to partner.microsoft.com.
2. Go to the **Dashboard** link in the upper-right corner of the page.
3. At the sign-in prompt, enter the email and password that you use for your **work** account.

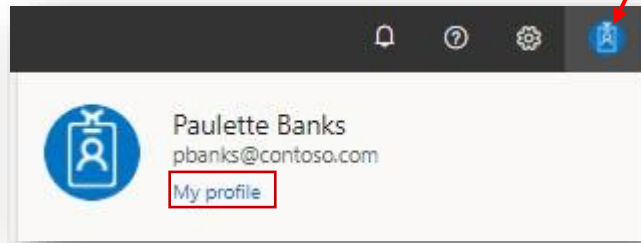
Partner Center will identify you as a member of a known partner organization and let you sign in.

After successful authentication, you'll see a dashboard like the one in the image that follows.

4. Select the blue account icon in the upper-right corner of the dashboard.



5. Select **My profile**.

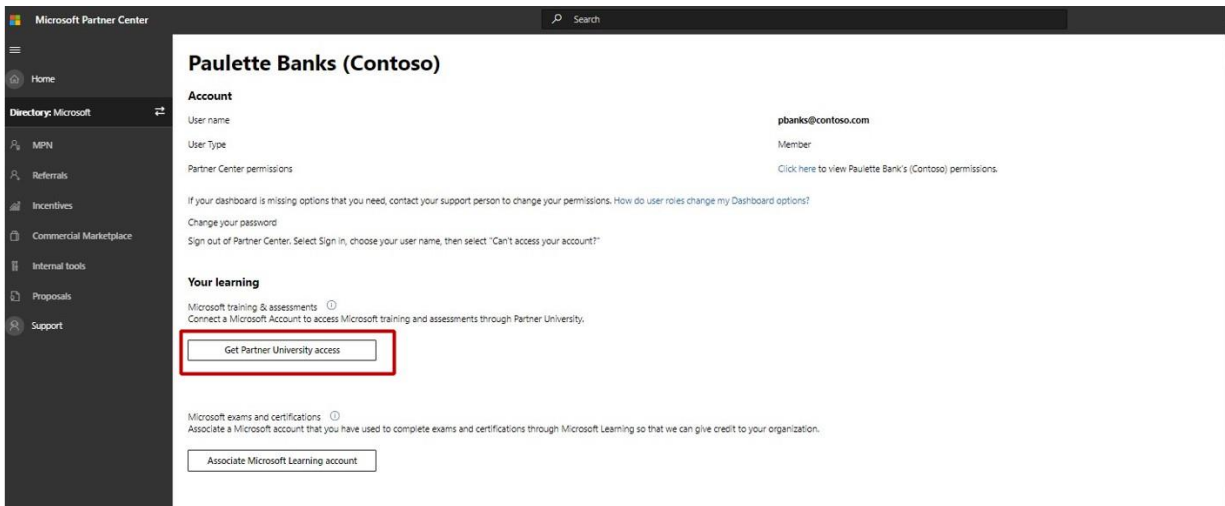


You've now made the connection between your Partner University account and Partner Center.

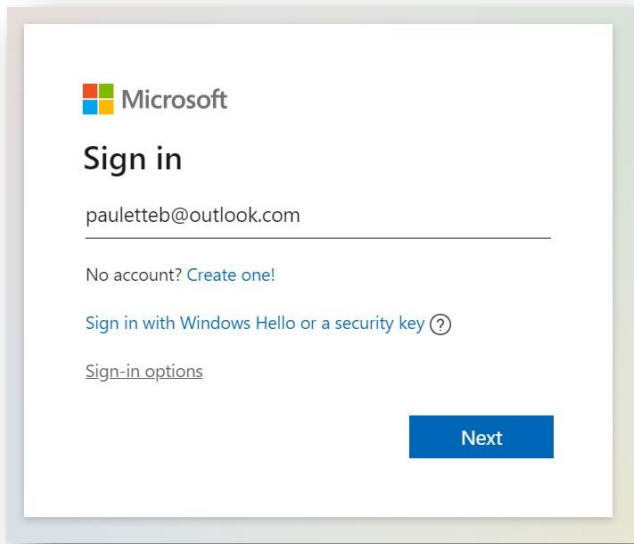
Associating your Partner University account

Next, to complete the process of associating your Partner University account:

1. On your Partner Center profile page, under **Your learning**, select **Get Partner University access**.

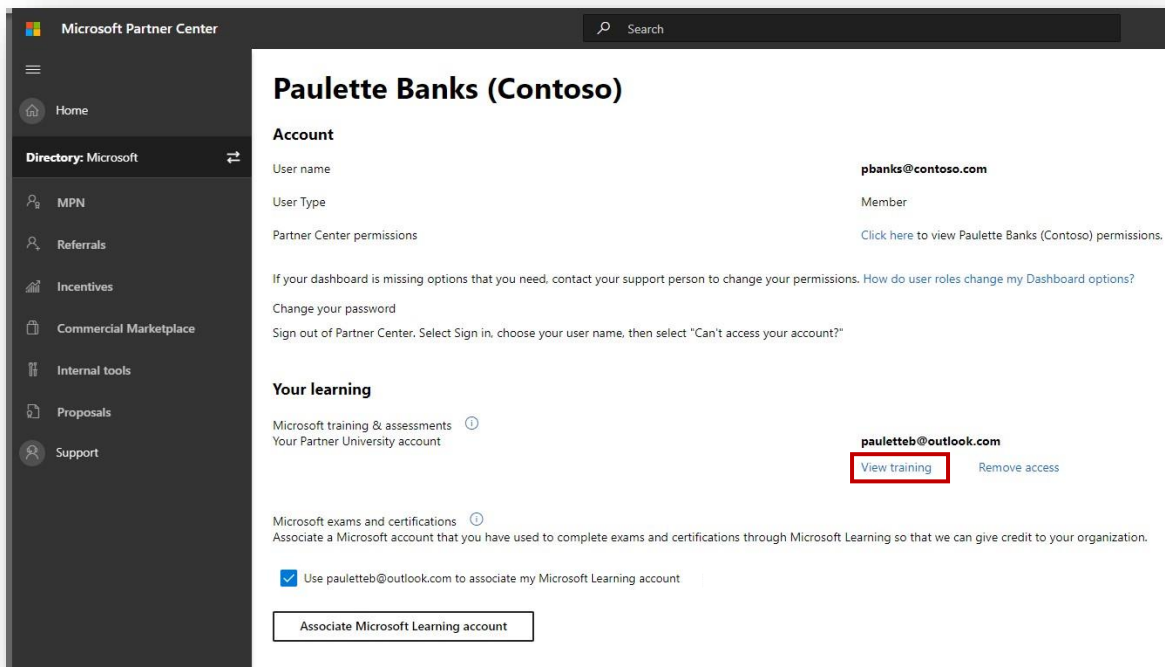


2. At the sign-in prompt, sign in by using a **personal** (MSA or Microsoft) email account. Personal email accounts can use Gmail, Hotmail, and Outlook email addresses.



Note: keep track of the **personal** email address and password that you use for Partner University access; Partner University uses this email address to recognize you and your training history.

After you've linked your personal email account successfully, the "association" process will be complete. The dashboard will display a screen like the one in the following image.



3. To sign in to Partner University and begin to access training, select **View training**, and use your **personal** email credentials to sign in.
4. If you want to cancel or close your Partner University account, select **Remove access**.

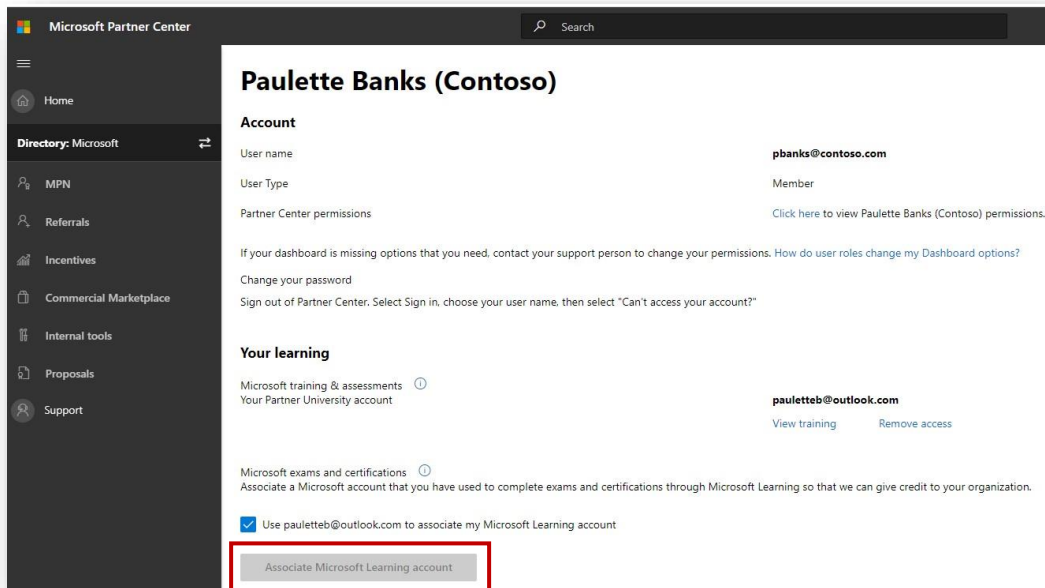
You've now associated your Partner University records successfully with your organization's Partner Center account. All the achievements that you earn in Partner University will be applied to your organization.

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

Next, you can help ensure that your organization receives "credit" for any Microsoft exam or certification that you pass by connecting your exam credentials with your organization's account in Partner Center.

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

1. On the account page of your Partner Center profile page, you'll see the same address as an option to use to **Associate Microsoft Learning account**, if you've associated your personal email account with Partner University.
2. Select **Associate Microsoft Learning account**.
3. Sign in by using the **personal** email account that you used to register for your Microsoft exams or certifications.



You've now linked your Microsoft exams and certifications to your organization's Partner Center records successfully.