User Account Creation for the Partner Portal for Micro Focus Products

- To register as a Partner User, go to the Partner Portal for Micro Focus products and click on Register as Partner User to sign up for system credentials.
User Account Creation

• Enter your corporate email address into the email address field. **Note:** Personal email addresses are not accepted

• Once completed, click Submit

Account Verification

Please enter your corporate email address to verify if you have a current Micro Focus login account.

Email Address: [Input field]

Submit
User Registration

• If you already have a login account, you will be directed to a login page. *Please proceed to slide 11 to continue the registration process.*

• If you do not have a login account, you will be directed to the Create Account form as shown on the next slide.
User Account Creation: Form Completion

- Complete the **Create Account** form in its entirety, choose a username and password, check the Terms of Service agreement and click **Create Login**.
User Account Creation: Email Validation

- You will be directed to a Validate email screen
- Go to your email and open the Validate Your Email Address message and copy the Confirmation Code.
- Enter the Confirmation Code.

Validate Email

Please enter the confirmation code from the email you just received from Micro Focus.

Enter Confirmation Code: 

Confirm

Your Email Address Confirmation Code

Micro Focus sites require that your email be validated before you can access them.
User Account Creation: Login Page

• You will then be directed to the Login Page
• Enter the credentials you created in the previous steps.
• Click Login to ensure your email validation is completed

IMPORTANT NOTE: The Partner Portal for Micro Focus products is built using Salesforce Lightning which does not support IE11. For a list of supported browsers, click here.
Account Creation: Confirm User Details

- Once you log in, you will be taken to a **User Details** page where you can update your information that is marked with a red asterisk *
  - Job Title
  - Preferred Method of Contact
  - Preferred Language
  - Receive partner news, events and promotions?

- Click **Submit**
Account Creation: Partner Account Alignment

- After clicking **Submit**, you will see all of the Account(s) that your registered email domain is associated to in the country used at the time of registration.

- **Select the Account** you should be aligned to in our system

- **Alternately,** if you know your Partner Account number, enter it in the **Partner Account Number** field.

- Once a Partner Account number is entered **OR** an account is chosen, click **save**
Account Creation: Account Created Successfully

- After clicking the **Save** button, the user will have a pop-up message if their account has been created successfully.

- Clicking on **OK** will take the user directly to the Portal Partner Portal for Micro Focus products.

- The user will receive a welcome letter with their account details and their user ID along with helpful information on where to find items within the Partner Portal.
Regional Support Contacts

If you have any questions or issues with your account creation, please reach out to your regional Partner Program teams below:

- North America - MFI-MicroFocus.NA.Partner.Program@opentext.com
- APJ - MFI-MicroFocus.APJ.Partner.Program@opentext.com
- International - MFI-MicroFocus.INTL.Partner.Program@opentext.com