User Account Creation for the Partner Portal

- To register as a Partner User for the Micro Focus Partner Portal, go to the [Partner Portal Homepage](#) and click on Register as Partner User to sign up for system credentials.
User Account Creation for the Partner Portal

• Enter your corporate email address into the email address field
  • Personal email addresses are not accepted
• Once completed, click Submit
Partner Portal User Registration

• If you already have a Micro Focus 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 user name and password, check the Micro Focus Terms of Service agreement and click **Create Login**.
User Account Creation: Login Success

- You will be directed to a Login success screen confirming that your registration has been submitted.
- Click continue
User Account Creation: Receipt of Email Confirmation

- After you have created your account, you will receive an email with instructions on how to validate your email address.
- Within the email, click on the Validate Email > button or the URL that is provided.
User Account Creation: Login Page

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

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

- After entering your credentials you will be directed to a Validation Page which confirms your email address has been validated.
- Click the **Continue** button.
- **Close your browser then re-open a new session** before completing the next step of the registration process.
User Account Creation: To Complete Partner Portal Registration

- Go to the Partner Portal Homepage
- Click the Sign in button to be redirected to the login page.
Partner Portal Registration: Login Page

- Enter your login credentials
- Click Login

**IMPORTANT NOTE:** The Micro Focus Partner Portal is built using Salesforce Lightning which does not support IE11. For a list of supported browsers, click [here](#).
Partner Portal 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
• 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 the Partner Portal

• **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
Partner Portal Account Creation: Portal 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 Micro Focus Partner Portal
• 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:
  - Asia Pacific & Japan
  - International (Europe, Middle East, Africa & Latin America)
  - North America