



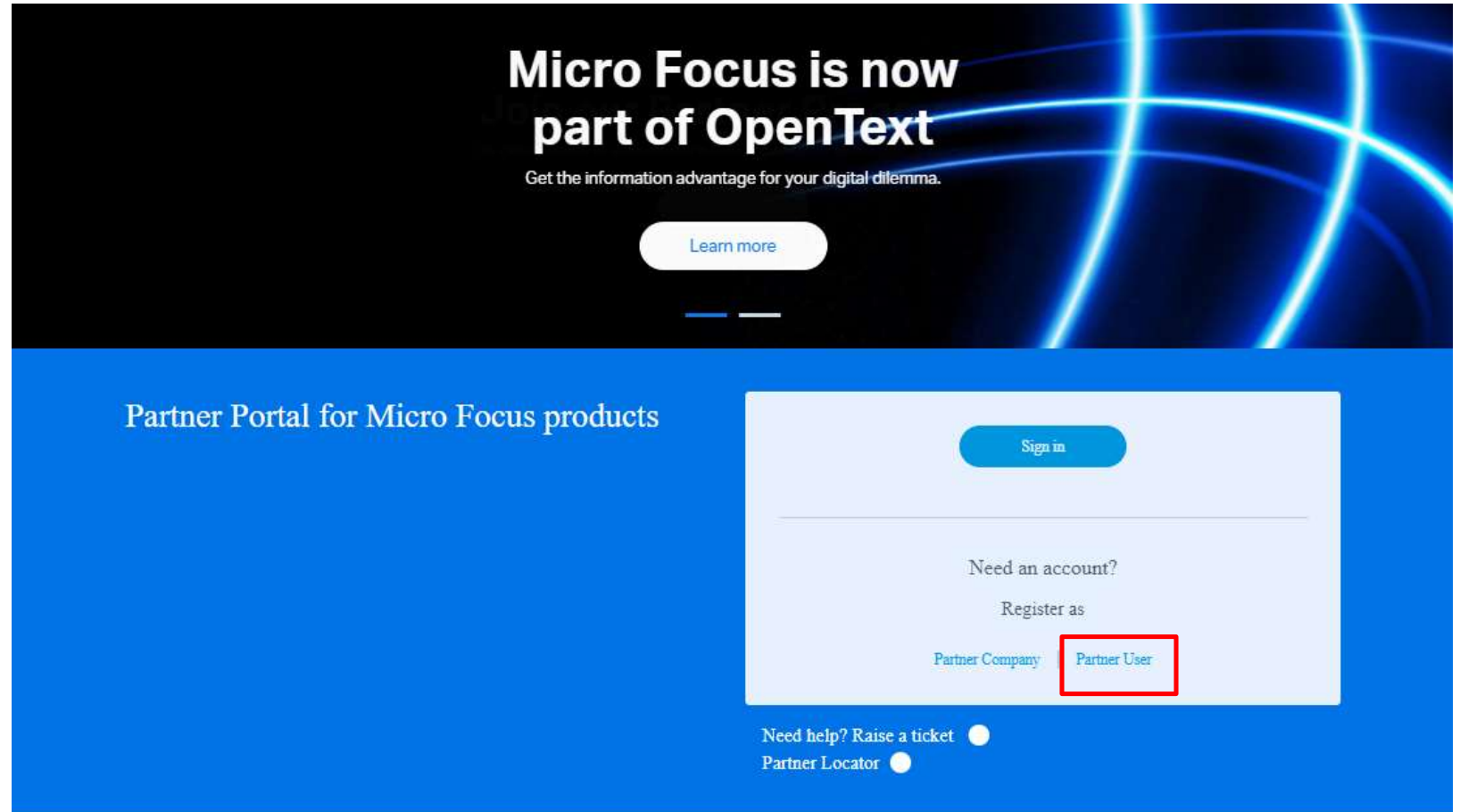
Partner Portal for Micro Focus Products

User Account Creation

July 2023

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:

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**.

Create Account

IMPORTANT: The Micro Focus Partner Portal is built using Salesforce Lightning which only works in Chrome or Firefox.

By filling out and submitting this form, you acknowledge that you are creating one account that may be used to log in on Microfocus.com and NetIQ.com. The account information you provide below will be shared with Micro Focus and NetIQ solely for the purposes of validating your identity across these sites. [See our privacy policy for details.](#) Please do not create multiple accounts to access each company as it may restrict your ability to access locked resources. [+ Help](#)

Basic Information

First Name*

Last Name*

Job Title

Company*

City*

Zip/Postal Code*

Country*

Select a Country ▼

State/Province*

No states or provinces ▼

Telephone*

Email Address*

Certain web sites require that your email be validated before you can access these sites. Once you access one of these sites you will be directed on how to validate your email address.

Login Information

The username you select for your login needs to be unique. If the username you provide is already in use, you will be prompted to choose another one. Usernames can include letters, numbers, underscores and dashes. Spaces, periods, other punctuation and special characters are not allowed.

Your password must be at least 6 characters long, contain at least one letter, and at least one number or special character. Valid letters are A-Z or a-z, numbers are 0-9, and special characters are ~!@#\$%^&*()_-=[]{}|;<>.,?.

Username*

Password*

Repeat Password*

Legal

☐ I agree to Micro Focus [Terms of Service](#)

* Required Fields

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.

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Validate Email

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

Enter Confirmation Code:

Confirm

LOGIN ACCOUNT:

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](#).

Please sign in

Email Address or User Name

Password

[Forgot Password](#)

[Privacy Policy](#)

Login

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**

Confirm Your User Details Below

First Name	Last Name
test12345	12345

Telephone

1234567891

Email Address

testam@mailto.com

City

New York

State/Province

US-IN

Zip/Postal Code

1234

Country

US

* Job Title

Accounts Payable Clerk

* Preferred Method of Contact

Email

* Preferred Language

English

* In addition to standard partner communications, I'd like to stay up-to-date on partner news, events, and promotions

☐ Yes

☒ No

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

Align your registration with the correct Partner Account in the Micro Focus system.

Enter your Partner Account Number in the Partner Account Number field or you may select one of the accounts listed below that have been associated to your email domain and country. If you do not see the correct account number:

- Asia Pacific and Japan
- International
- North America

Please note, you must enter the Partner Account Number or select a location. An error will occur if you have an account number listed in the Partner Account Number field and an account selected.

Partner Account Number

☐ 7408 Test Account Name 0

Account No: 0000383836

Address:

Street	City	State/Province	Country
TEST1 STREET	TEST1 CITY	TEST1 STATE PROVINCE	UNITED STATES

☐ 7408 Test Account Name 1

Account No: 0000383837

Address:

Street	City	State/Province	Country
TEST1 STREET	TEST1 CITY	TEST1 STATE PROVINCE	UNITED STATES

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.

microfocuspartner.force.com says

Congratulations, your user record has been created and you will now be directed to the Partner Portal for Micro Focus Products

OK

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

The image features the OpenText logo in a bold, white, sans-serif font, centered horizontally. The logo is set against a dark blue background. Several bright blue, glowing light trails or arcs sweep across the background, primarily on the right side, creating a sense of motion and technology. The trails vary in brightness and curvature, with some appearing as thin lines and others as thicker, more prominent arcs.

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