



User Account Creation

September, 2021

User Account Creation for the Partner Portal

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

The screenshot shows the Micro Focus Connect Partner Portal registration page. At the top, there are navigation menus for "Market Trends", "Products & Solutions", and "Partner Programs". The main header features the "Micro Focus Connect" logo and the tagline "Achieve full transparency across a multitude of tools and systems", with a "Download Today" button. Below this, a blue banner reads "WELCOME TO THE NEW MICRO FOCUS PARTNER PORTAL". A list of instructions for registration is provided, including steps for becoming an Authorized Partner, registering as a Partner Company or Partner User, and a welcome message for existing partners. On the right, a white registration form contains a "Sign in" button and a "Need an account?" section with "Register as" options for "Partner Company" and "Partner User" (the latter is highlighted with a red box). At the bottom right, there is a link for "Need help, but cannot log in? Please email: PartnerPortalTeam@microfocus.com", a "Partner Locator" link, and a link for "Step-by-step instructions for the Partner User registration process".

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

Account Verification

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

Email Address:

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**.

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 NetQ.com. The account information you provide below will be shared with Micro Focus and NetQ 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* | <input type="text"/> |
| Last Name* | <input type="text"/> |
| Job Title | <input type="text"/> |
| Company* | <input type="text"/> |
| City* | <input type="text"/> |
| Zip/Postal Code* | <input type="text"/> |
| Country* | Select a Country ▼ |
| State/Province* | No states or provinces ▼ |
| Telephone* | <input type="text"/> |
| Email Address* | <input type="text"/> |

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* | <input type="text"/> |
| Password* | <input type="password"/> |
| Repeat Password* | <input type="password"/> |

Legal

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

* Required Fields

User Account Creation: Login Success

- You will be directed to a Login success screen confirming that your registration has been submitted.
- Click continue

Login

Success

Thank you. The information you just submitted is now part of your user account. You can change this information at any time by logging in and editing your profile.

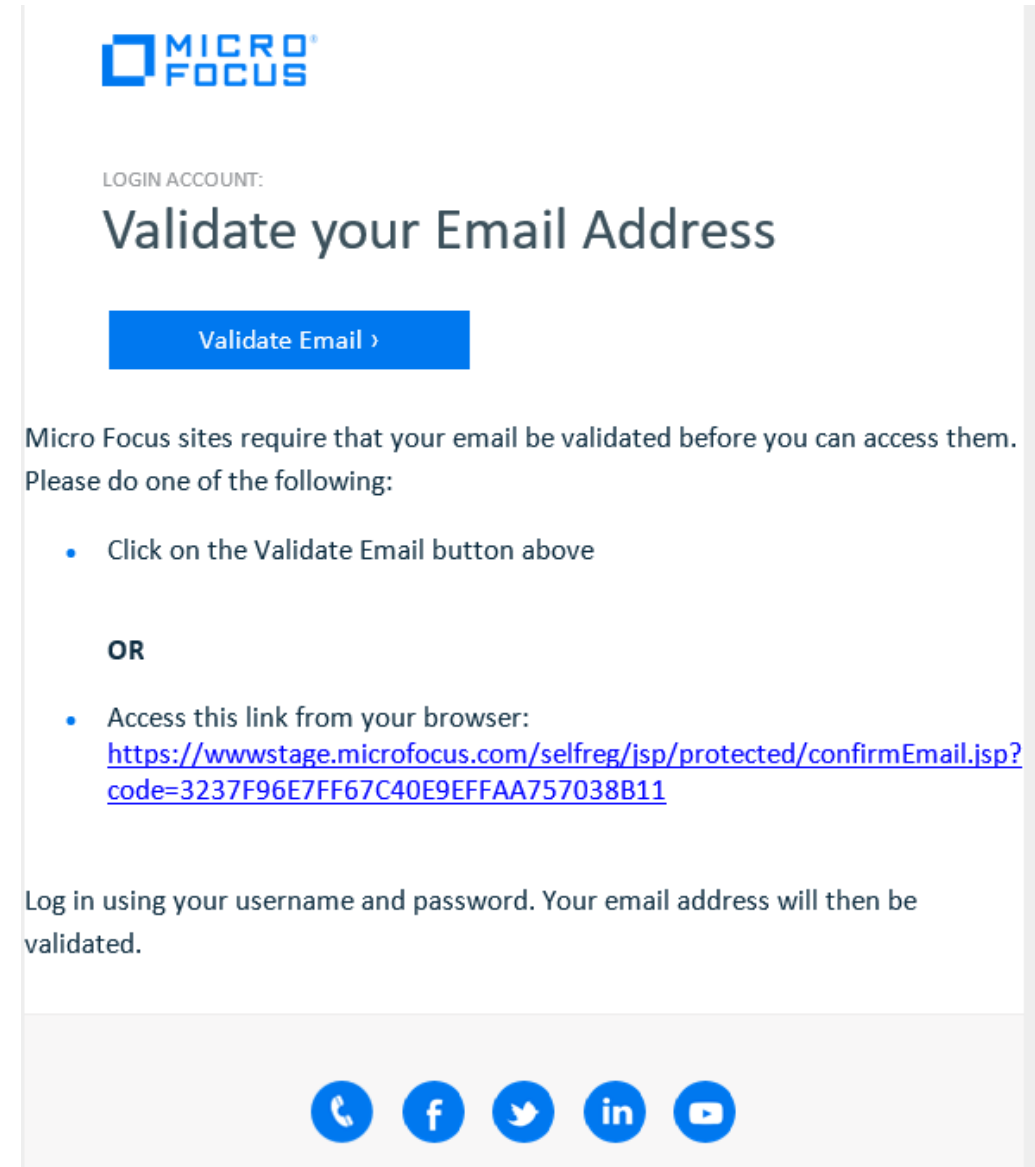
Most Micro Focus applications will require that you have a validated e-mail address, so you should shortly receive an e-mail with a validation link for you to follow, if you don't receive this e-mail then you can retrigger it from the link shown on the left.


[Subscribe to Micro Focus emails to stay up-to-date on products, services, news, events and promotions.](#)

[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.





LOGIN ACCOUNT:

Validate your Email Address

[Validate Email >](#)






Micro Focus sites require that your email be validated before you can access them. Please do one of the following:

- Click on the Validate Email button above

OR

- Access this link from your browser:
<https://wwwstage.microfocus.com/selfreg/jsp/protected/confirmEmail.jsp?code=3237F96E7FF67C40E9EFFAA757038B11>

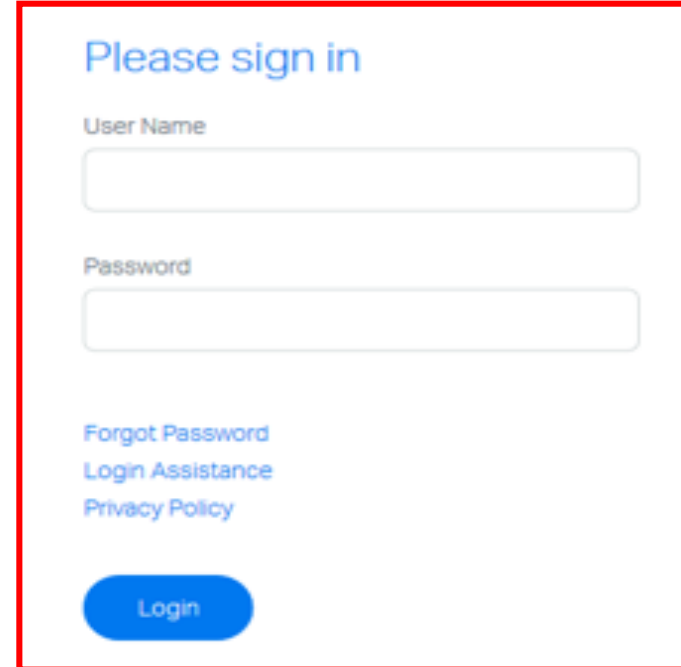
Log in using your username and password. Your email address will then be validated.

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](#).

A screenshot of a login page titled "Please sign in". It features two input fields: "User Name" and "Password". Below the fields are three links: "Forgot Password", "Login Assistance", and "Privacy Policy". At the bottom is a blue "Login" button. The entire form is enclosed in a red rectangular border.

Please sign in

User Name

Password

[Forgot Password](#)
[Login Assistance](#)
[Privacy Policy](#)

Login

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.

Validate Email

Your email address has been successfully validated. You should now be able to access any site that requires a valid email address.

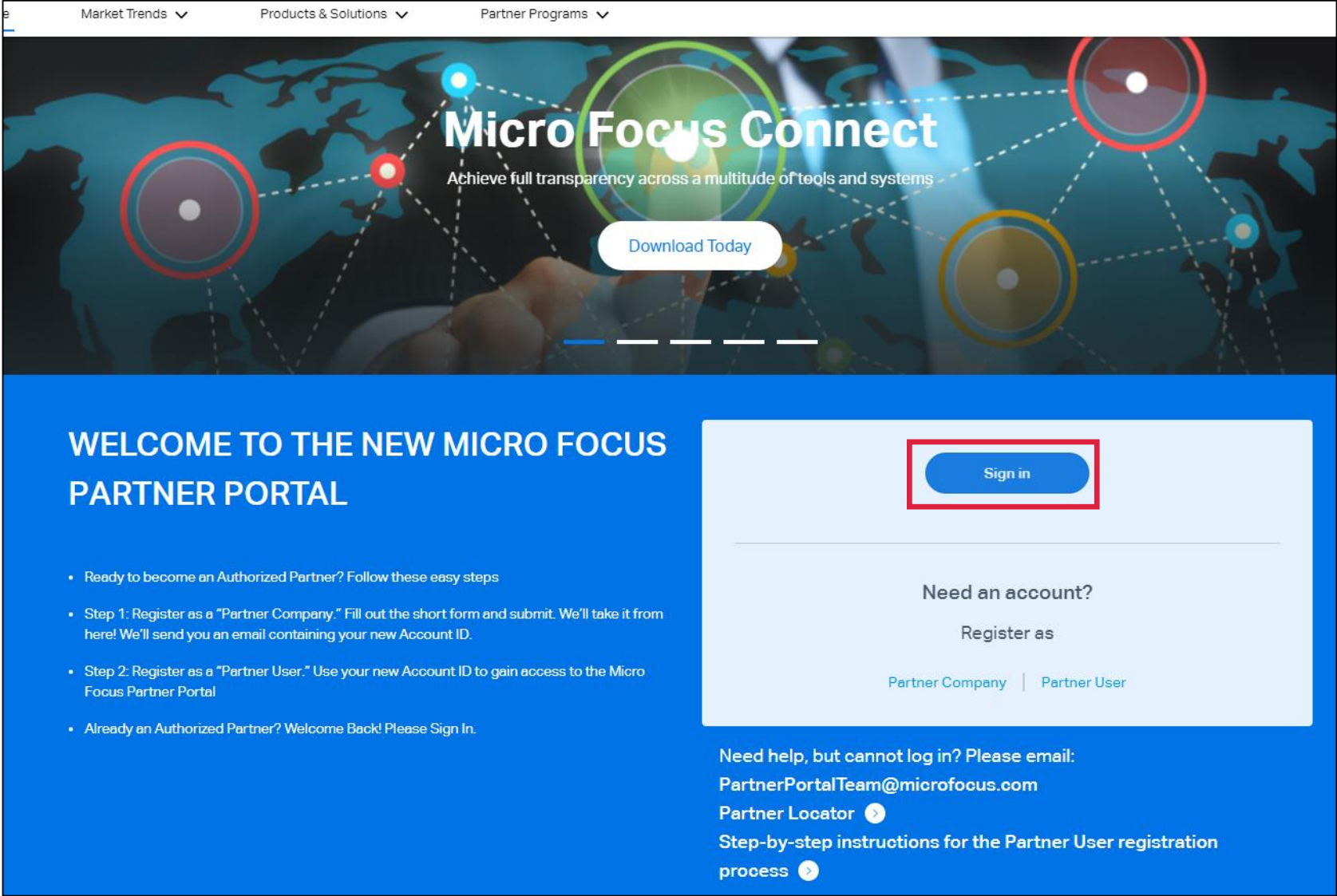
If you were a Passport user and have just set up your new credentials, then you've completed the process and your old and new accounts will be linked automatically, provided you used the same e-mail address across both login records.

Until the 26th February you need to continue to use your Passport credentials to access the existing systems you have access to, after this date, you will need to use the new credentials you created today.

Continue

User Account Creation: To Complete Partner Portal Registration

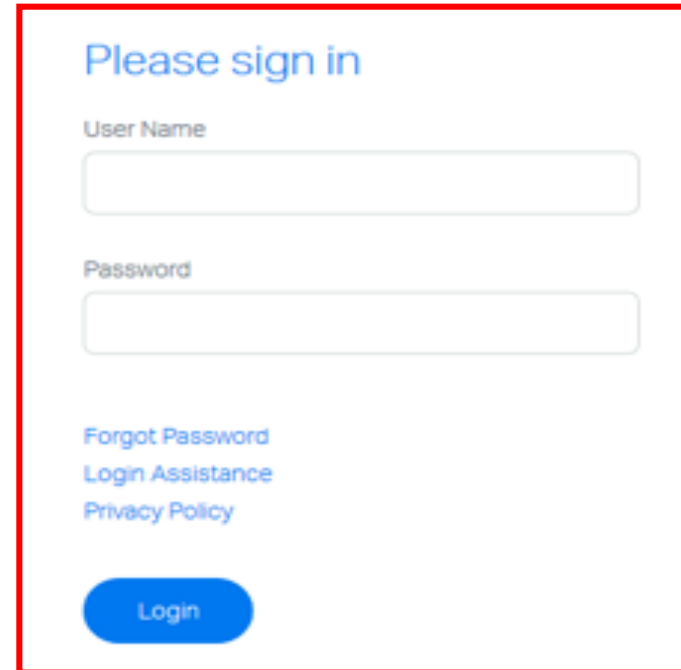
- Go to the [Partner Portal Homepage](#)
- Click the **Sign in** button to be redirected to the login page.



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](#).

A screenshot of a login page titled "Please sign in" in blue text. Below the title are two input fields: "User Name" and "Password", both with light gray borders. Underneath the password field are three links: "Forgot Password", "Login Assistance", and "Privacy Policy", all in blue text. At the bottom is a blue rounded rectangular button with the word "Login" in white text. The entire form is enclosed in a red rectangular border.

Please sign in

User Name

Password

[Forgot Password](#)

[Login Assistance](#)

[Privacy Policy](#)

Login

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**

Confirm Your User Details Below

First Name Last Name

Telephone

Email address

City

State/Province

Zip/Postal Code

Country

* Job Title * Preferred Method of Contact

* Preferred Language

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

Yes

No

Partner Portal 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 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

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: 0000383636

Address:

| Street | City | State/Providence | Country |
|--------------|------------|----------------------|---------------|
| TEST1 STREET | TEST1 CITY | TEST1 STATE PROVINCE | UNITED STATES |

7408 Test Account Name 1

Account No: 0000383637

Address:

| Street | City | State/Providence | Country |
|--------------|------------|----------------------|---------------|
| TEST1 STREET | TEST1 CITY | TEST1 STATE PROVINCE | UNITED STATES |

Save Reset Selection

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

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

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:
 - [Asia Pacific & Japan](#)
 - [International](#) (Europe, Middle East, Africa & Latin America)
 - [North America](#)