Registration guide for Indirect CSP Providers, Distributors, and Authorized Education Partners

For any questions email MEPN@Microsoft.com
CSP Program Update—Guidance for Indirect CSP Providers

- As of March 1, 2017, all Indirect CSP Providers are granted access to qualified Education offers with academic pricing, through the Partner Center
- All **Indirect CSP Providers** are required to register as **Distributor** on MEPN and are responsible for verifying Indirect Resellers as qualified Authorized Education Partners (AEPs), eligible to transact Academic priced offers. *(Scroll down to see the registration step-by-step process)*
- **Important Note:** If you are already registered on MEPN as an Authorized Education Partner (AEP), you will need to sign into the site with a different Microsoft Account

Additional Responsibility of Indirect CSP Provider in handling EDU offers

- Once the Indirect Reseller verifies the customers as qualified educational users (QEUs), Indirect CSP Provider needs to create the customer tenant and tag the qualified customer as ‘EDU’ *(Scroll down to see how to validate Indirect Resellers as qualified Authorized Education Partners)*

Reminder for Renewal

- AEPs must renew certification every 12 months
- No annual renewal needed for Indirect CSP Providers and Distributors

Please continue to view the registration step-by-step process
New registration
Pre-requisites and Step 1 – Sign In

• A Microsoft Account (MSA, formerly Windows LiveID)
• A valid MPN ID number
  *(See appendix for steps on how to get these, or how to renew an expired MPN ID number)*
• Go to [www.mepn.com](http://www.mepn.com) and sign in with your Microsoft Account

Discover what’s New in Office 365 Education

Get the latest updates on Microsoft Classroom, School Data Sync and OneNote Class Notebook.
Step 2—Enter your MPN ID number

• Go to Join or Renew [https://www.mepn.com/mepn/JoinorRenew.aspx](https://www.mepn.com/mepn/JoinorRenew.aspx) and fill out the one time MEPN membership form required to access MEPN content (purple toolbar)
• Type in your MPN ID number. If your MPN ID has expired, or you don’t have one yet, you will need to renew it by following the provided steps on slide 2
Registration paths and access

- Choose one of the 3 paths; regardless of the option selected, MEPN membership is required for all paths and is integrated into the AEP and Distributor registrations.

  - **MEPN** provides access to MEPN sections of the site (purple toolbar)
  - **AEP MEPN** is for resellers and provides access to MEPN + the AEP section (blue toolbar) except the Distributor page. It includes AEP training and Testing
  - **DISTRIBUTOR** provides access to MEPN + the Distributors page
Distributor/Indirect CSP Provider Registration—Start of process

• If you are registering as DISTRIBUTOR, the registration flow continues on this page
• Fill out this form by selecting your company from the dropdown; the dropdown also has an “Other” option if your company is not already listed, and needs to be added
Distributor/Indirect CSP Provider Registration—cont’d

• Your request for Distributor access will be reviewed by Microsoft. If approved, you’ll receive a follow-up email granting you access to the Distributors page where you can validate AEP certification status.
Distributor/Indirect CSP Provider — End of process

• Once approved as Distributor, you have the tools under the Distributors page to validate that AEPs you transact with have an active certification status, either by searching for their AEP number or by downloading the Excel file.
AEP MEPN or MEPN only Registration

• Step 1—This first page is pre-populated from MPN—any required changes can be made directly on the MPN site
AEP MEPN or MEPN Registration—cont’d

• Step 2—Fill out what’s required for your Education organization
AEP MEPN or MEPN Registration—cont’d

• Fill out what’s required for your personal details
AEP Registration – Start of process

• If you choose to register as AEP, the registration flow continues on this page

Your Certification Status

To join or renew your AEP Certification, simply follow the steps below:

1. Validate Your MPN ID
2. Study the Training Material
3. Complete Test Module
4. Complete Application Form, Review Terms & Conditions of Certification

2717469
VC Consulting LLC

Click Next if this is your organization. If it’s not, click here to enter the correct MPN ID.
AEP Registration—cont’ed

• Download and study the Training deck
AEP Registration—cont’ed

• Complete the Test – if you don’t pass it you can take it as many times as you need. All answers are in the Training deck
AEP Registration—cont’d

• Complete the Application Form
• Accept and sign the Terms & Conditions; you are now a certified AEP

Test Summary

Exam Module       Percentage       Result
Academic Volume Licensing       100%           Pass

Well Done!
You have passed the preliminary test for becoming an AEP.
Next Click on Complete Application Form to get your AEP certificate.
AEP Registration—cont’ed

• Accept and sign the Terms & Conditions—via DocuSign
• You are now a certified AEP
AEP Registration—End of process

• You now have full access to MEPN and AEP resources
Renew AEP Registration—yearly

• Follow the instructions in the yearly renewal email and click on Join or Renew
• Validate your MEPN ID by clicking Next
• Rest of the steps are the same as a new registration
Renew MEPN Profile—anytime

• At any time, you can update your profile data by clicking one of the two links below

• Rest of the steps are the same as a new registration

Boost sales with new Volume Licensing Certification SKUs

SKUs are available now. Increase volume licensing sales by attaching Microsoft Imagine Academy and new Certification SKUs.
Appendix

Pre-requisites to register on MEPN

1. Microsoft Account (formerly Windows LiveID)
2. Valid MPN ID number
Microsoft Account

• Go to [https://www.mepn.com](https://www.mepn.com)

• Click on Sign In and sign in with your Microsoft Account

• If you don’t have a Microsoft Account, click on **Create one!** and follow the subsequent steps
MPN ID number

• Enter your MPN ID number then click on the green (>).
• If you are not registered on MPN or if your MPN ID expired, click on ‘Register with MPN’:
Enroll in MPN to get an MPN ID

• Click on Membership and select Enroll and follow the subsequent steps