



Partner Portal for Micro Focus Products

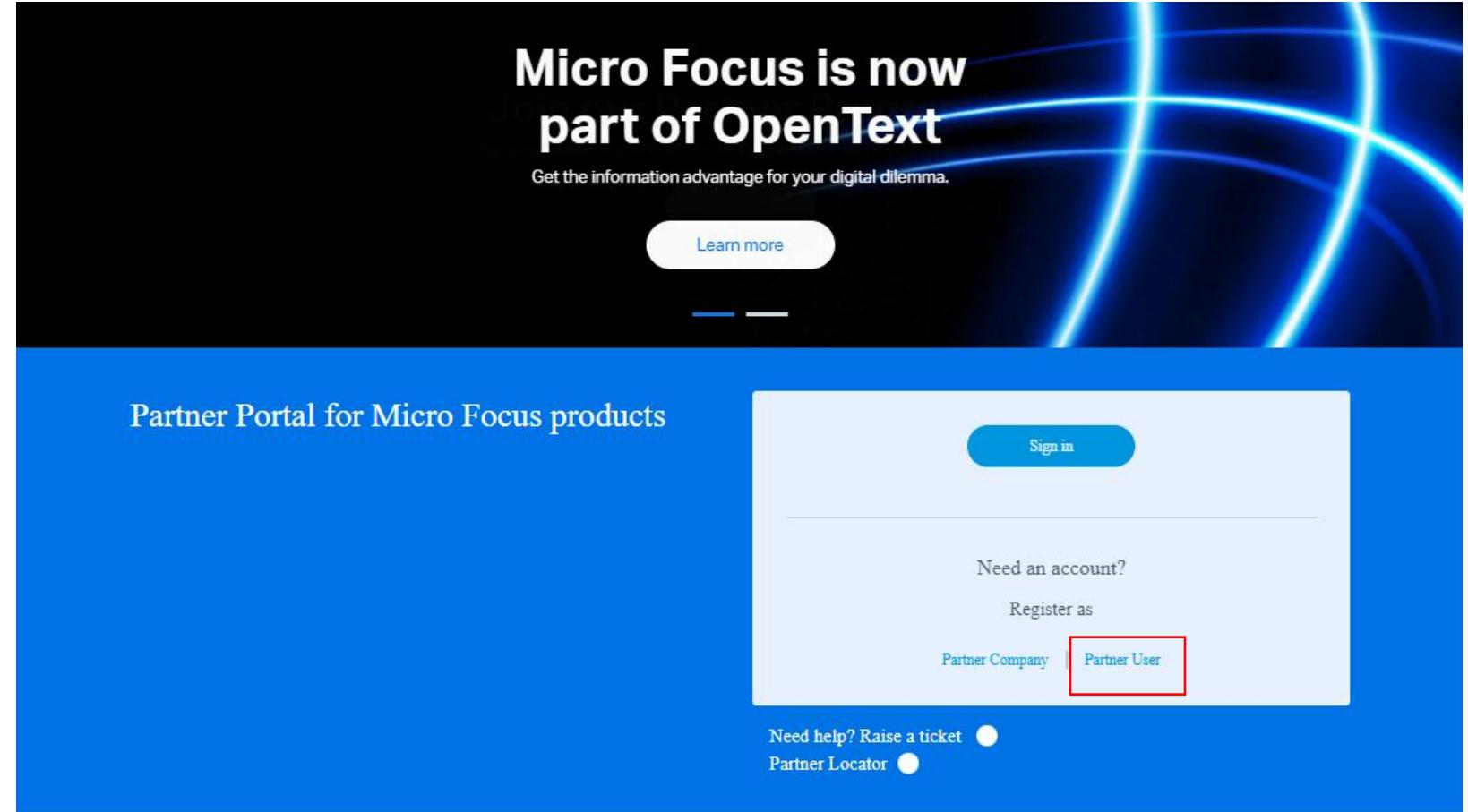
User Account Creation

September 2025



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:

User Registration

- If you already have a login account, you will be directed to a login page. ***Please proceed to slide 7 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*	<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*	<input type="text"/> Select a Country ▾
State/Province*	<input type="text"/> 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="text"/>
Repeat Password*	<input type="text"/>

Legal

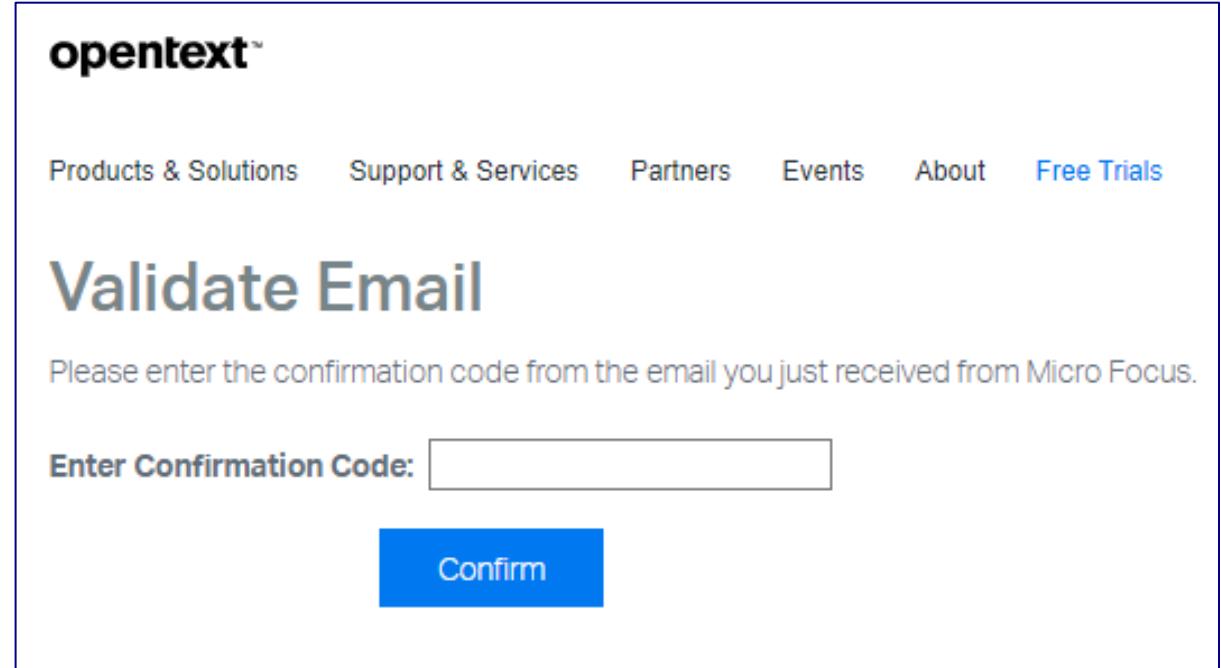
* I agree to Micro Focus [Terms of Service](#)

* 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.



The screenshot shows the OpenText website with a navigation bar at the top. The main content area is titled "Validate Email" and contains a text input field for the confirmation code and a "Confirm" button.

opentext

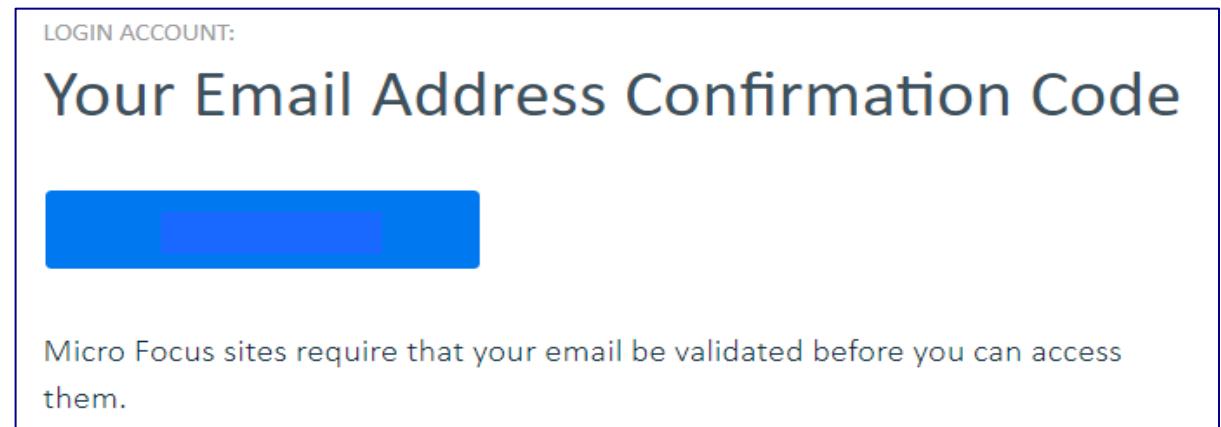
Products & Solutions Support & Services Partners Events About [Free Trials](#)

Validate Email

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

Enter Confirmation Code:

Confirm



The screenshot shows a page titled "Your Email Address Confirmation Code" with a large blue button and a explanatory text message at the bottom.

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	testamn@mailinator.com
City	New York
State/Providence	US-IN
Zip Postal Code	1234
Country	US
* Job Title	* Preferred Method of Contact
Accounts Payable Clerk	Email
* Preferred Language	English
* In addition to standard partner communications, I'd like to stay up-to-date on partner news, events, and promotions	
<input type="radio"/> Yes	
<input checked="" type="radio"/> 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: 0000383636
Address:

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

7408 Test Account Name 1
Account No: 0000383637
Address:

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

Save **Reset Selection**

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

Support Contact

- If you have any questions or issues with your account creation, please reach out to your Partner Program Team: OPNPartners@opentext.com



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