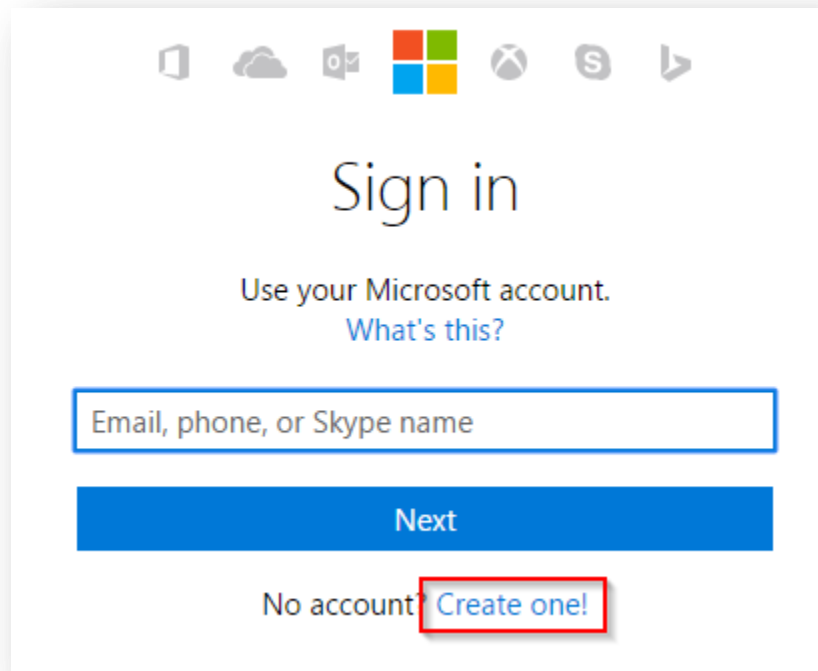


Capgemini MPN Association

STEP 1

- a. Access the login page [here](#)
- b. You will be asked to sign in with your Microsoft account
 - a. If you already have a Microsoft Account, sign in and continue to [Step 4](#)
 - b. If you **do not** have a Microsoft account, click on **Create one** and continue to [Step 2](#)



STEP 2

- a. On this screen enter the fields to create a Microsoft account
 - Enter Name (First and Last)
 - Enter Capgemini email id*
 - Create password
 - Reenter password
 - Select Country and Zip code
 - Select Birth date and Gender
 - Enter contact number
 - Enter the Characters in the picture

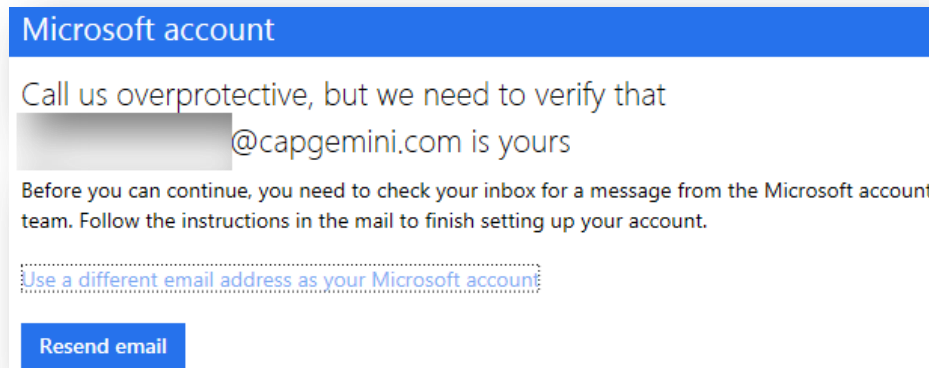
Please Note if a message pops up that your Capgemini Email is already a Microsoft Account, continue to Step 4 and sign in with your Capgemini Email

- b. Click on Create Account

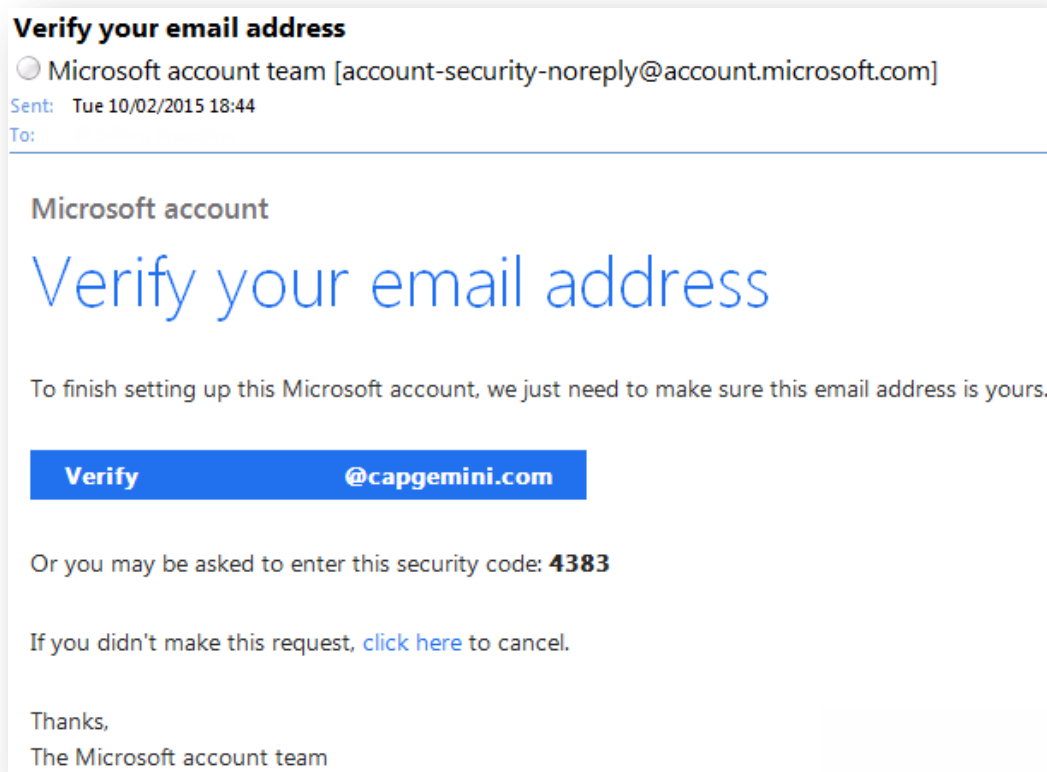
Create account

STEP 3

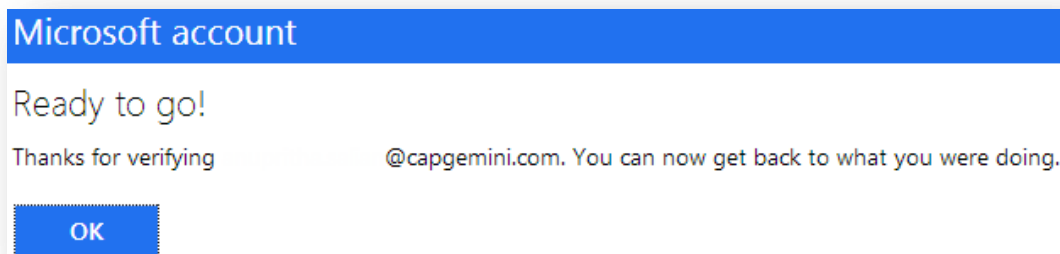
- a. After submitting the information in **Step 2**, you will receive an email to verify your email id.



- b. Click on the link **Verify xxx@capgemini.com** to verify your id.

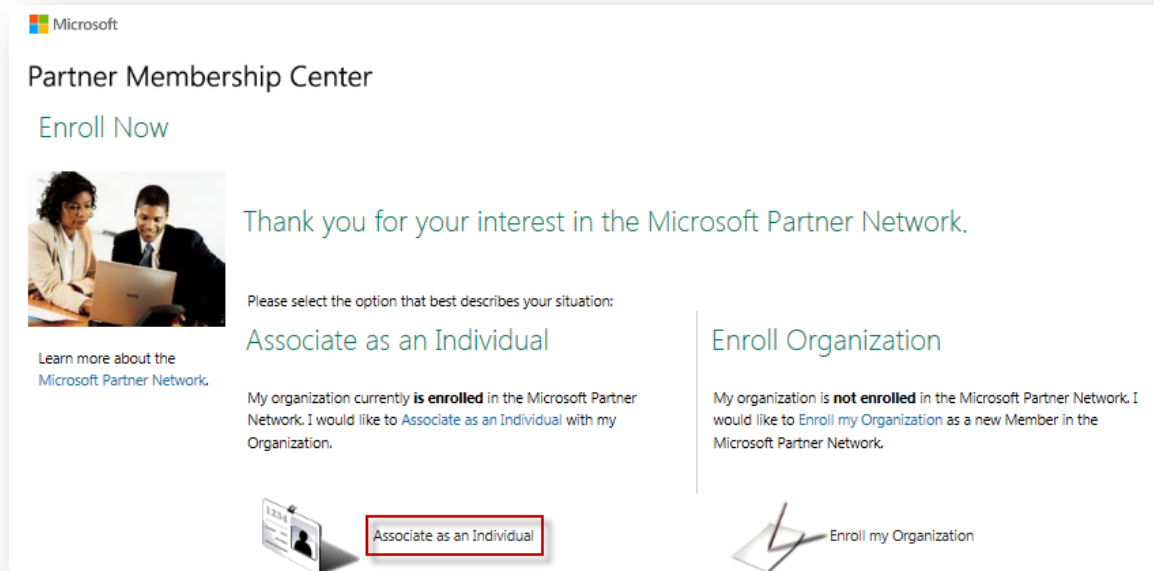


- c. It will show a **Ready to go** message to confirm verification. Your account is now created

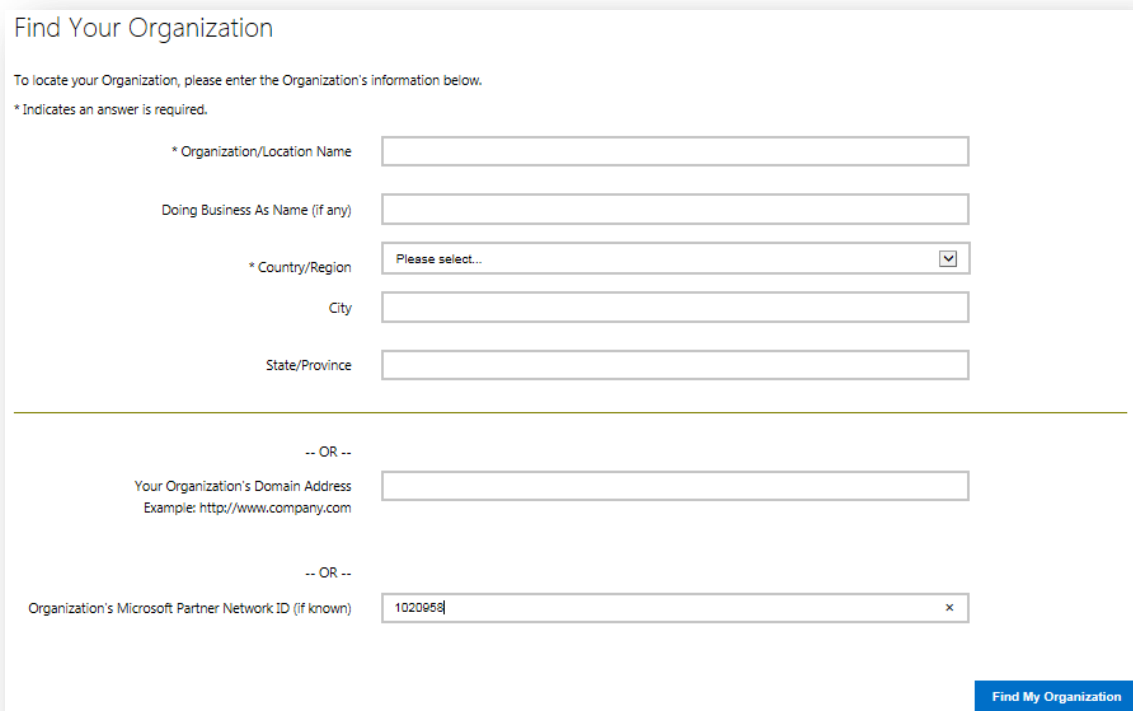


STEP 4

- Sign into the link below with your Microsoft Account in <https://partners.microsoft.com/partnerprogram/Welcome.aspx>
- You will get the below screen. Click on **Associate as an Individual**.



- Enter Organization id **1020958** in the last box as shown in the picture and click on **Find my organization**



- d. Scroll down to the **Similar Organization(s) Found** section and select **Capgemini Group (Reykjavikplein 1, UTRECHT, Utrecht, Netherlands)** and click on **Associate to this organization**

Similar Organization(s) Found

[Capgemini Group \[Reykjavikplein 1, UTRECHT, Utrecht, Netherlands\]](#)

If the Organization you intended to register is shown in the list above, you may Associate with it as an Individual by clicking on it to select it and clicking Associate to this Organization. This option gives you access to the benefits your Organization is entitled to in the Microsoft Partner Network.

[Associate to this Organization](#)

- e. Enter your Capgemini email ID and name in the required fields and click on **Submit**

Organization Found - Submit E-mail

To associate with Capgemini Group, please enter your name and e-mail address. If your e-mail domain matches one of the domains specified by Capgemini Group, you will be sent an e-mail notification and instructions on how to complete your association.

* Indicates an answer is required.

*E-mail

Example:me@company.com

Preferred First Name

* First Name

* Last Name

[Submit](#)

- f. You will receive a message confirming your authorization for Association with Capgemini Group

Thank you!

You have been authorized for Association with Capgemini Group.

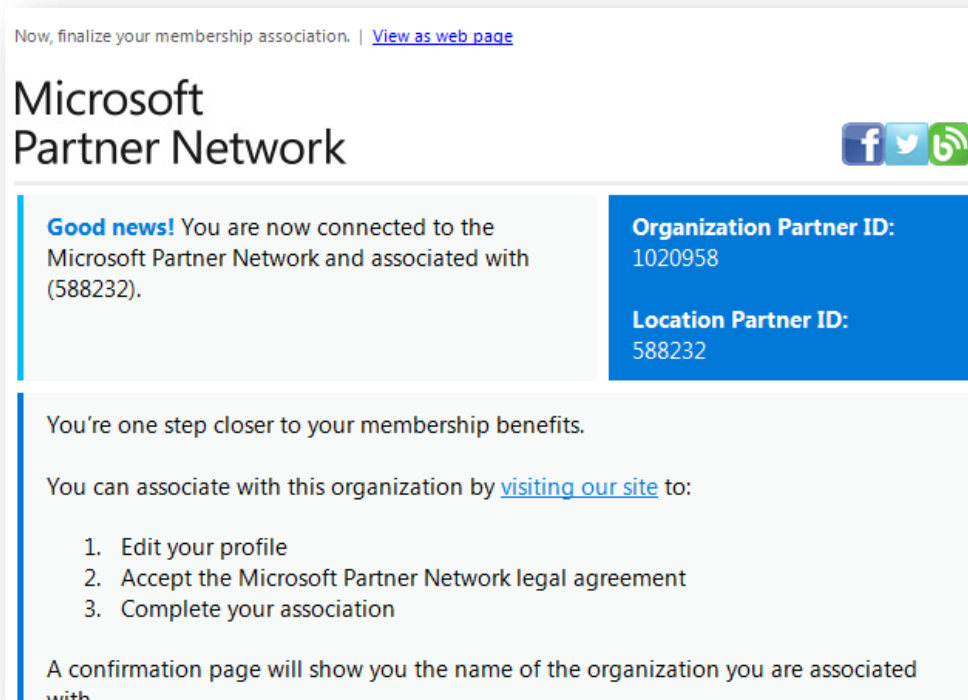
You will receive further instructions for completing your Association from partnote@microsoft.com. Please be sure to add this e-mail address to your safe e-mail list, if you use one.

Should you not receive an e-mail within 72 hours, please return to the Microsoft Partner Page and contact the [Regional Service Center](#) for your region.

To learn more about the exclusive benefits available to you through the Microsoft Partner Network, please visit the [Microsoft Partner Network Web site](#).

STEP 5

- a. Add Microsoft@e-mail.microsoft.com to your safe e-mail list as you will receive an email as shown below.
 - Should you not receive an e-mail within 72 hours
 - Check your spam, junk and clutter folders.
 - If you still do not have the email, please email [Apurva Chavan](#)
- a. Click on the **visiting our site** link in the email



STEP 6

- a. Enter your profile information in all fields and including any mandatory fields that are marked asterisk (*)
 - If you receive a message that the email address entered doesn't match an existing profile, it is because the email of pending request for association is different. Please ensure that you enter the same email address as **Step 4e**.
 - If you are still having issues, you may need process the profile through the invite method. Please email [Apurva Chavan](#) for an invite.
- b. At the end of the page check the Acknowledgement check box
- c. In case you are a Microsoft Certified Professional (MCP) then click on **Yes** under **Your Microsoft Certified Professional Information** and enter your MCP ID
- d. It is mandatory to enter the MCP ID if you are a Microsoft Certified Professional (MCP)
 - If you receive a message that your MCP ID is associated to another organization, please first unlink it from your previous organization and link it to Capgemini, as shown [here](#).
 - If you still have trouble, please email [Global Support PM](#) with your MCP ID to request your MCP ID is unlinked from your previous employer.

e. Click on **Submit**

⊖ Acknowledge Microsoft Partner Network Legal Agreement

As an Individual Associated with an Organization in the Microsoft Partner Network, it is necessary for you to observe the guidelines of the existing Program Agreement.

*

☒ I have read, understand and agree to abide by the Microsoft

Partner Network Agreement.

[View the Microsoft Partner Network Legal Agreement](#)

⊖ Your Microsoft Certified Professional Information

If you are a Microsoft Certified Professional, you may choose to link your certification to Capgemini Group.

Would you like to do this now?

☐ Yes

☒ No

Click on yes, you are Microsoft certified professional. Enter you MCP ID and Click on submit

As stated in the Microsoft Partner Network Agreement, you will receive Microsoft Partner Network related communications. These communications include information on events and training opportunities, invitations to your company to participate in surveys and research, and sales and marketing information, materials, and resources to support your company's efforts to deliver solutions based on Microsoft technologies.

Note: For information about managing your contact preferences for other Microsoft sites and services, go to the "[Communication Preferences](#)" section of Microsoft Online Privacy Statement.

Submit

f. You will receive a Congratulations message confirming you have been associated with the Capgemini Group. This screen is required for certification reimbursement in India

Congratulations!




You are now Associated with Capgemini Group.

You now have access to the exclusive content on the [Microsoft Partner Network Web site](#).

You may view and update your Individual Profile from your [Individual Account Home page](#).

g. You will also receive a **Welcome** message showing you have been associated with Capgemini Group

Microsoft
Partner Network



Welcome! And thank you for associating to a Microsoft Partner Network member organization (588232).

Organization Partner ID:
1020958

Location Partner ID:
588232

We're pleased to add you to your organization's Microsoft Partner Network account. Please encourage your colleagues to do the same, so that more people within your organization can also use the network's many benefits.

Sometimes there could be a delay in getting emails from Microsoft due to server load. It is recommended to wait for couple of hours before you try again. In case you are not receiving emails from Microsoft then kindly contact [Apurva Chavan](#) for support.