Microsoft Student Partners Portal Quick Start Guide
Role: MSP

① SET UP YOUR BPOS ACCOUNT

BPOS is a key feature in the new MSP Portal experience. BPOS offers MSPs worldwide the ability to use Live Meeting, Exchange Online Email, and Office Communicator. The BPOS credentials are tied to the MSP Portal login to enable seamless authentication between the portal and the BPOS applications.

BPOS has specific programs that MSPs are required to download in order to use these services and login to the MSP Portal. To do this, MSPs need to visit My Company Portal, which is the main site on which our BPOS subscription, tools and services live.

MSPs need only visit My Company Portal one time to download and install the BPOS program set. After the initial visit, MSPs should use the SINGLE SIGN ON APPLICATION for future password changes.

HOW DO I SET UP MY BPOS?

- MSPs will receive their BPOS email account (ending with @msptechrep.com) and temporary password from their local MSP Lead.

- After receiving this information, MSPs need to login on the My Company Portal: **http://home.microsoftonline.com**

- At the screen that appears, type in your BPOS Email name (**Name@msptechrep.com**) and your temporary password.

- You will be asked to either download the SINGLE SIGN ON application or to go directly to MY COMPANY PORTAL.

  Please choose download and install the SINGLE SIGN ON APPLICATION, then login to MY COMPANY PORTAL.

- After you are logged in to MY COMPANY PORTAL, navigate to the DOWNLOADS tab and download the applications in the list.

- Next, change your temporary password to a permanent one (good for 90 days) by either using the SINGLE SIGN ON application (you need to log out of My Company Portal) or if within My Company Portal by clicking on the CHANGE PASSWORD link in the upper right hand corner.

- After your password is successfully changed, you have successfully completed your BPOS setup.

YOU DO NOT NEED TO VISIT MY COMPANY PORTAL AGAIN

② LOG IN TO THE NEW PORTAL

http://www.microsoftstudentpartners.com

The MSP Portal has moved and is no longer active at the old address (www.student-partners.com). This portal will be retired and offline as of December 31, 2010.

The correct URL is www.microsoftstudentpartners.com. The new login information outlined in Step 1 **will not work in the old portal.**

- Navigate to www.microsoftstudentpartners.com

- Type in your username + your BPOS password (please change your password before taking this step as temporary passwords will not work)

Sign In

User name: Michelle.Fleming
Password: ●●●●●●●●●●

☐ Sign me in automatically   Sign In

You will now be logged into the new portal and you should see the **MSP Dashboard** with the following items on the home page:

- **MSP Tasks**: a list of important dates you need to be aware of
- **MSP News:** announces special opportunities for you or news we'd like you to be aware of
- **My Links:**
  - Edit your profile: My Profile
  - Browse activities you have signed up for: Activities Home
  - Schedule a Live Meeting: Schedule Live Meeting
  - Access your email: Access Email
- **My Activities:** this section shows activities you have in progress
- **My ADE:** tells you who your MSP Lead is and how to contact him/her
- **My Team:** shows you members of the MSP team in your country
- **Get Connected:** connects you to MSP Group Page, Live Meeting, Email and allows you to download Office Communicator

③ GET STARTED…

Familiarize yourself with the TOP NAV:

| Home | Activities | Resources | Gallery | Search |

- **Home:** takes you to the MSP Dashboard
- **Activities:** takes you to a page where you can browse all activities available for you to participate in and uploaded by your local MSP Lead.
  To learn more about an activity, click on the **TITLE**. This will take you to an ACTIVITY DETAIL PAGE.
  To sign-up, click on **SIGN UP** in the upper right section of the ACTIVITY DETAIL PAGE.

- **Resources:** takes you to a page where you can browse all resources uploaded by your local MSP Lead.
  View resources by TOP DOWNLOADS, MOST RECENT,or MOST COMMENTS.
  To ADD A RESOURCE, click on the **ADD RESOURCE** link in the upper right corner of the page.

- **Gallery:** takes you to a page where you can browse all photos and later video uploaded by yourself, your teammates, your local MSP Lead, or MSPs around the global.

  Note: your local MSP Lead must have added photo albums (folders) to this area in order for you to be able to add a photo. If you do not see any folders, please email your MSP Lead or msp-help@microsoft.com.

- **Search:** takes you to a page where you can search via keyword in activities, resources, photos, tasks, news, and students.

NEED SUPPORT?
Email msp-help@microsoft.com