Registration guide for Authorized Education Partners

For any questions email MEPN@Microsoft.com
Reminder for Renewal

- AEPs must renew certification every 12 months

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
Step 2—Enter your MPN ID number

- 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 AEP registration

- **AEP MEPN** is for resellers and provides access to the AEP section (blue toolbar) except the ADMIN page. It includes AEP Certificate Request
AEP Registration

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

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

• Fill out what’s required for your personal details
AEP Certification

- Click on certify me to raise a request for AEP certificate
- Click on AEP Tool Box to know status related to your certificate
Renew AEP Registration—yearly

• Follow the instructions in the yearly renewal email and click on Certification

• 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
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
• 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