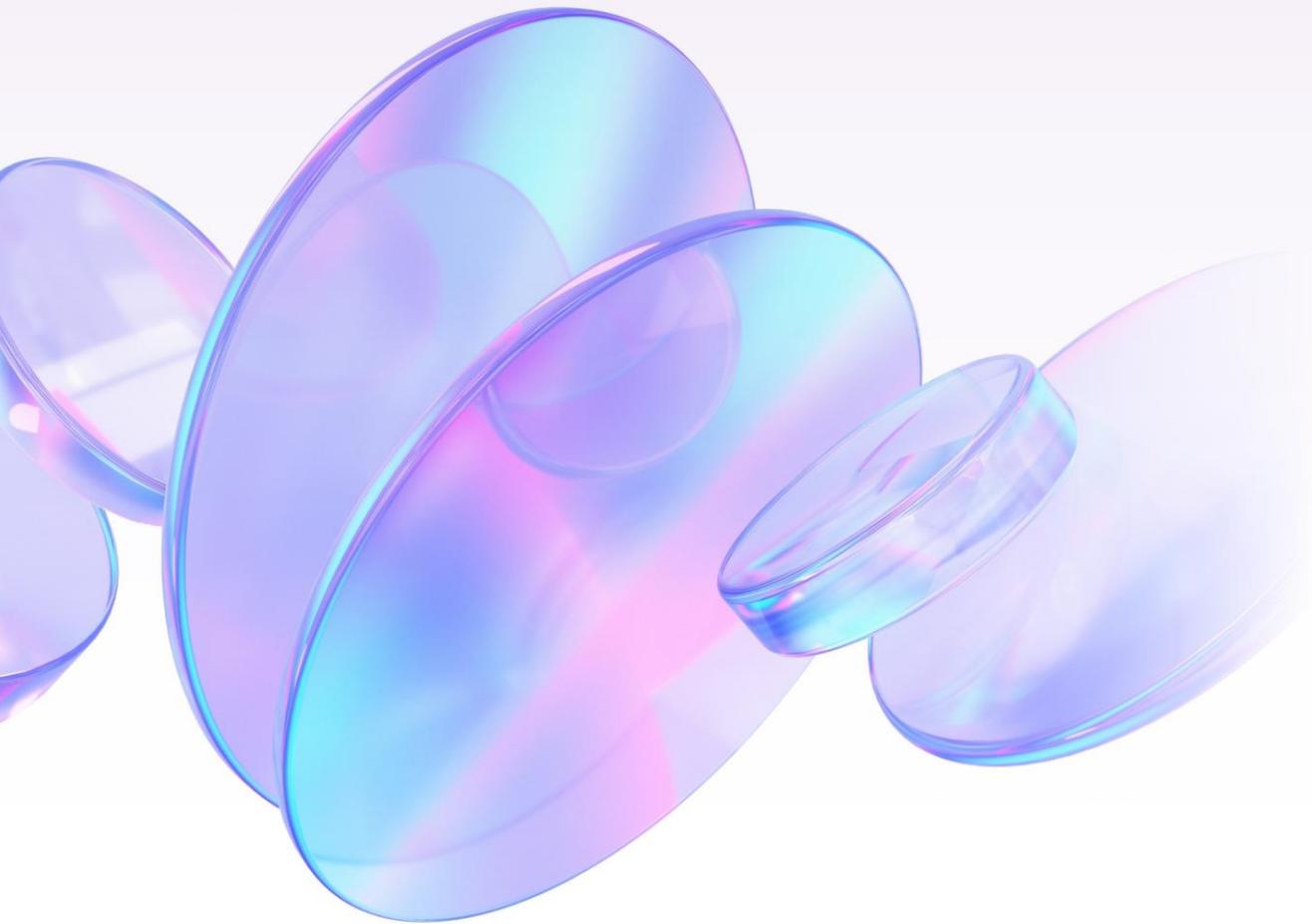# LINKING CERTS

# Linking Individual Certifications

**How to Associate a Microsoft Certification with Your Organisation in Partner Centre**

This guide explains how an individual can associate their **Microsoft certification** with their **organisation's Partner Centre account**. This is important for meeting competency requirements and qualifying for incentives under programs like the Microsoft Commerce Incentive (MCI).

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**Who Needs to Complete These Steps?**

The **individual who sat the Microsoft certification exam** must follow these steps themselves.

This process **cannot be completed by someone else on their behalf**, as per Microsoft policy.

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**Security Note**

This process **does not grant any additional access or permissions** in Partner Centre beyond what the user already has. Associating a certification is a secure action and **does not affect your organisation's Partner Centre tenant**.

**Step-by-Step Instructions**

**Step 1: Sign in to Partner Centre**

- Go to **https://partner.microsoft.com**
- Sign in using your **work email address** (the same one you use for Partner Centre access).

**Note:** These steps must be completed by the person who completed the exam.

**Step 2: Go to Your Learning Profile**

Once signed in:

- Select **Membership** from the left-hand menu.



- Click on **Learning Profile**.

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**Step 3: Link to Your Microsoft Learn Profile**

Under **Learning Profile**:

1. Click on **Microsoft Learn**.

2. Sign in using the email address that you used to sit the certification exam.

This is often a **personal Microsoft account** (such as @outlook.com, @hotmail.com, @yahoo.com, or @gmail.com), which is common practice.

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**Step 4: Complete the Association**

Once signed into Microsoft Learn:

- The system will automatically attempt to **link your Learn profile to your Partner Centre profile**.

- You may be prompted to confirm or approve the link.

**Step 5: Wait for the Sync**

- It can take up to **24 hours** for the certification to appear under your organisation's Partner Centre Learning tab.

- You can check this by going to: **Partner Centre > Membership > Learning**.

**Tips and Reminders**

- Only the person who passed the exam can complete this process.

- Updates usually appear within **24 hours**.

-  No extra access or permissions are granted by doing this.

- Use the email address linked to your **Microsoft Learn profile**, not necessarily your work address.

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