

NEXINEO

**CREATING A SCHOOL MICROSOFT 365
Account**

To purchase Microsoft licenses, you must have a Microsoft 365 administrator account. To purchase licenses as a school (at a discounted price), you must go through Microsoft verification process. In case of problems with creating the account contact your licensing vendor.

CREATING A MICROSOFT 365 ACCOUNT

REGISTRATION

Create a Microsoft 365 Account using the link:

<https://www.microsoft.com/en-us/education/products/office>

Office 365 Education



Enter your school e-mail and select “enroll your school”.

Whoops!

From the email address you entered it looks like your school isn't on our list of eligible institutions for free Office 365 Education. Please make sure to check your email below to ensure it was entered correctly.

Is example-school@outlook.com the wrong email address? [Try again](#)

Good news! You are still eligible for free Office on the web. You can [sign in or create a free Microsoft account](#).*

If you're an IT admin, you can [enroll your school](#).

Questions? [Learn more](#)

*This account *will not be* associated with your school.



Go through the entire registration process.

You've selected Office 365 Education

[Show more](#)

1 Let's get you started

Enter your work or school email address, we'll check if you need to create a new account for Office 365 Education.

Email

Next

2 Tell us about yourself

3 Security check

4 How you'll sign in

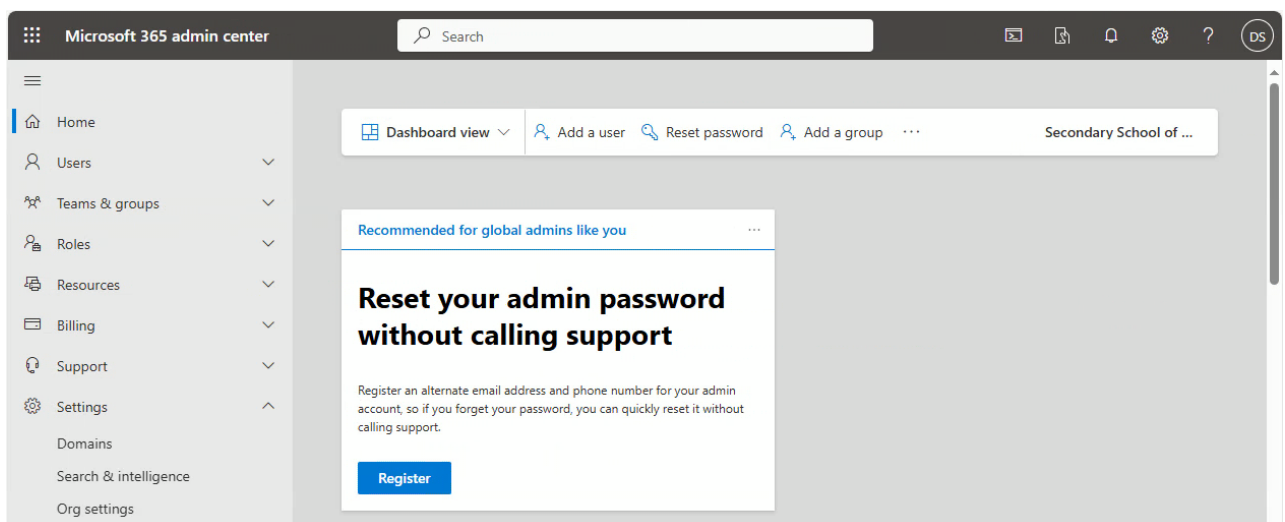
5 Add payment method

6 Confirmation details

7 Confirmation details

After successful registration, you will be able to log in to the site with the created account:

<https://admin.microsoft.com/>



VERIFYING ACCOUNT PERMANENCE WITH A DOMAIN

In order for Microsoft to recognise your account as a school account, you need to authenticate with your domain. Verification can take up to 14 days.

Follow these steps to verify the domain:

1. Log on to <https://admin.microsoft.com>.
2. Go to "Settings" > "Domains".
3. Select "Add domain".
4. Enter the name of the domain you want to add and select "Use this domain".
5. Select the domain authentication method and click "Continue".
6. According to the chosen domain verification method, perform the necessary steps and click "Verify" to verify the domain.
7. Complete the process.

ASSIGNMENT OF PARTNER RELATIONS

In order for your licensing vendor to be authorized to make license purchases for your account, the assignment of partner relations is required.

Log on to <https://admin.microsoft.com/>

Copy the link which you got from your licensing vendor to your browser, and you will see the table below.

Confirm by adding partner relations for your licensing vendor.

Allow the assignment of partner relations.

Information about partner relations

The companies **NEXINEO** and **AppXite**, which are members of the Microsoft partner network, request cooperation with you as partner indirect sellers. [Learn more about partner permissions](#)

Check partner information

Partner information NEXINEO SK	Information about the indirect partner AppXite LV
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Partner type
Indirect seller

Accept partnership

You will need to perform the following steps:

- If you want to accept Microsoft's customer agreement to work with Microsoft or a Microsoft partner, read this box and check this box.
- Review partner information and authorize the partner to purchase and manage products and services for your organization.

Start by selecting **Next**.

Next Cancel

This image is illustrative, the company name shown must match the name of your licensing vendor.

Partner relations > **Accept the partnership agreement**

You have accepted a partnership relationship

You have accepted a relationship with partners NEXINEO and AppXite. [More information about partner relationships](#)

You will receive an email confirming that you have accepted this affiliate relationship.

By assigning partner relations to your vendor, you enable your vendor to purchase Microsoft licenses for your Microsoft account.

Once partner relations have been assigned, please send this your school information to your vendor:

Name of the organisation, identification number (ID number), tax number (VAT number), address (country, city, street, postcode), name, surname and telephone number of the responsible person and Microsoft account name (for example: admin@universityoflondon.onmicrosoft.com).

CONTACT INFORMATION

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