Connecting Up

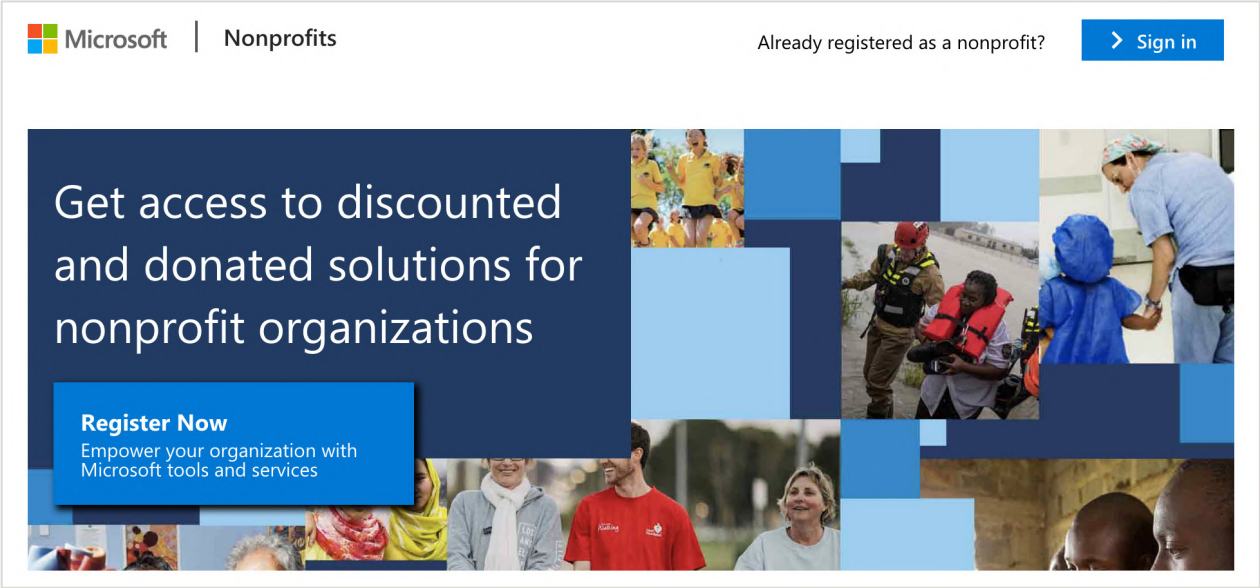
Microsoft Nonprofit Portal

Guide to Creating Your Account

Updated January 5, 2021

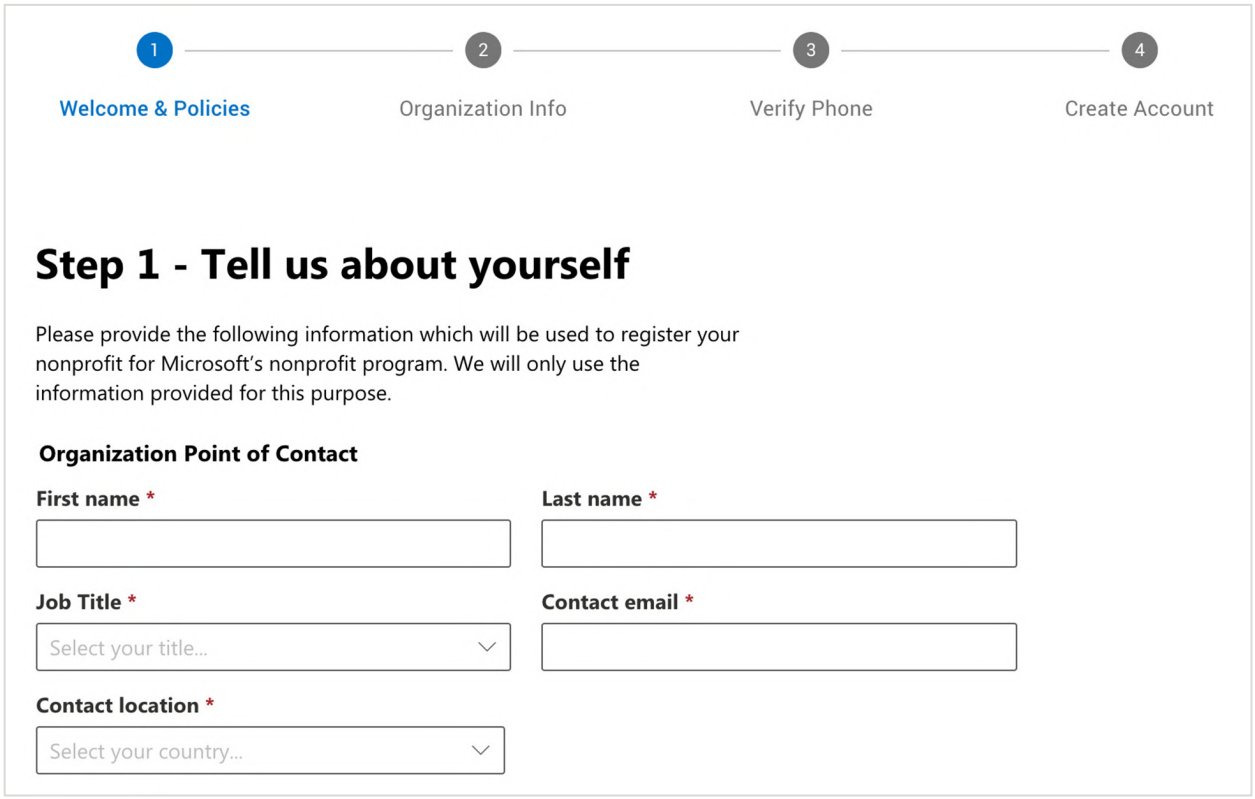
1. Go to **nonprofit.microsoft.com**

Select **Register Now** to begin.



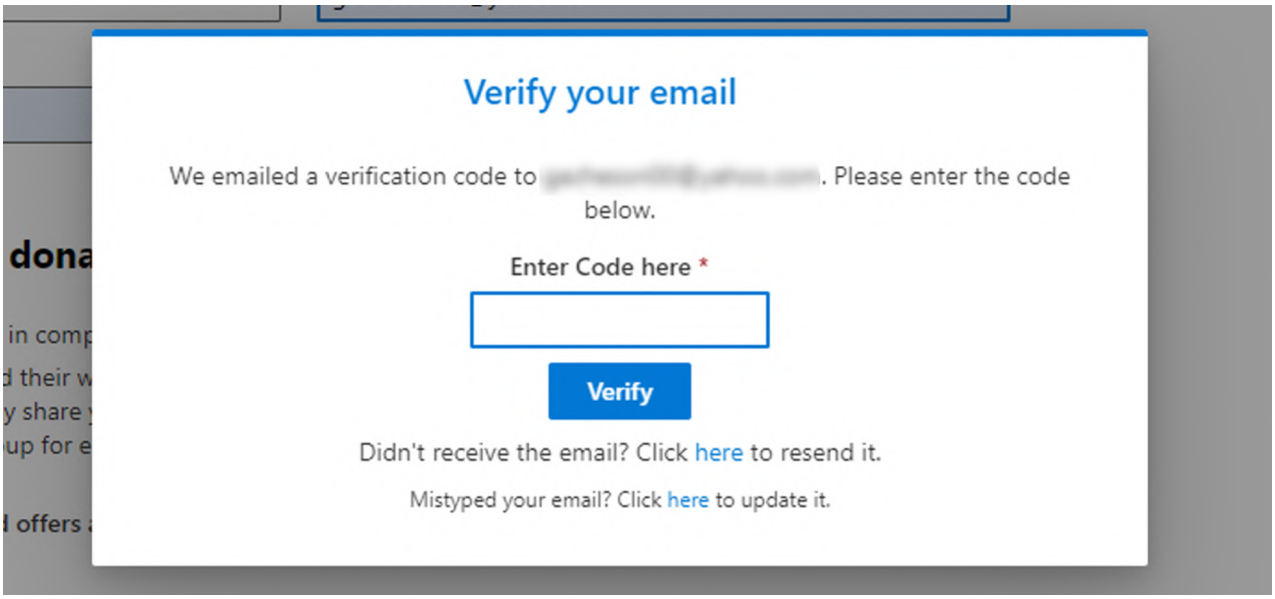
2. Provide your contact information

Enter your personal information including your email address which will be verified in the next step.



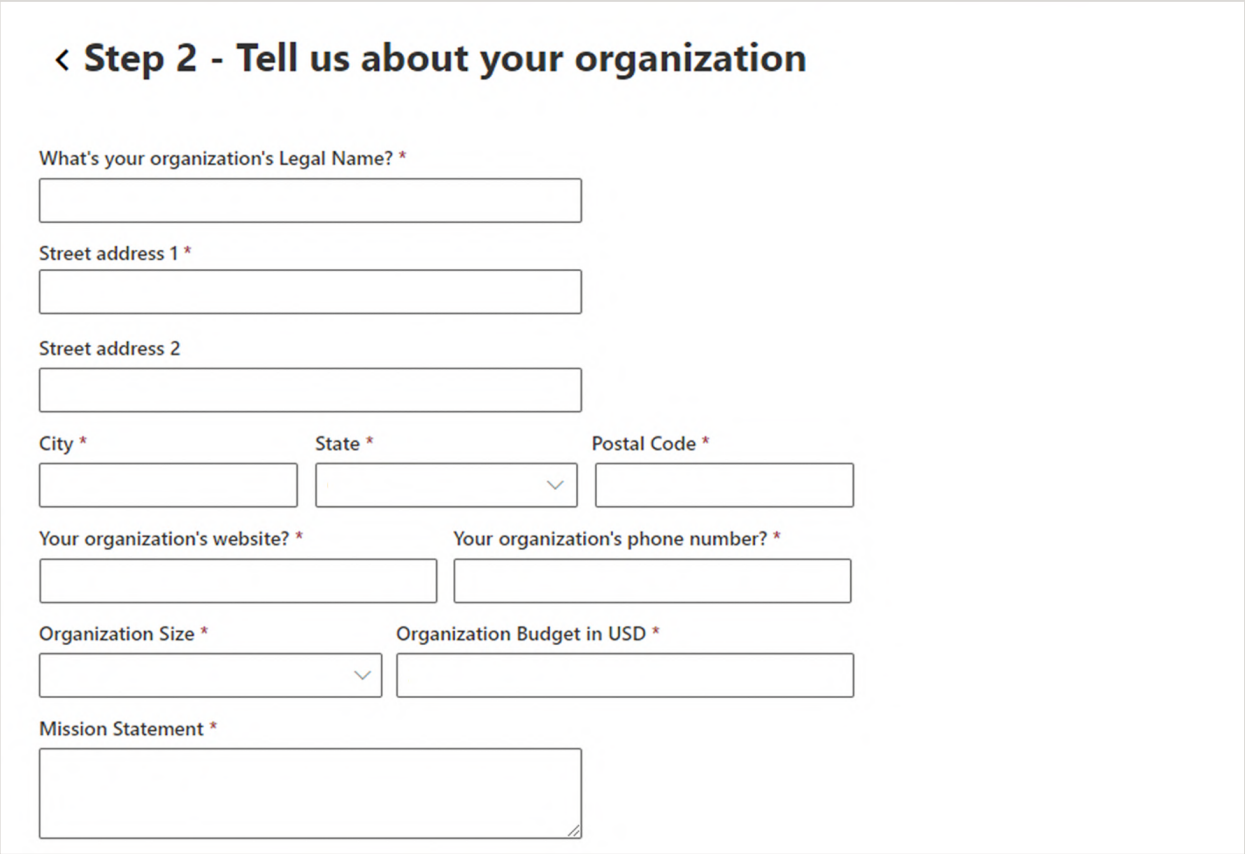
3. Provide the email verification code

Find the code which Microsoft has sent to your email address and enter it here.



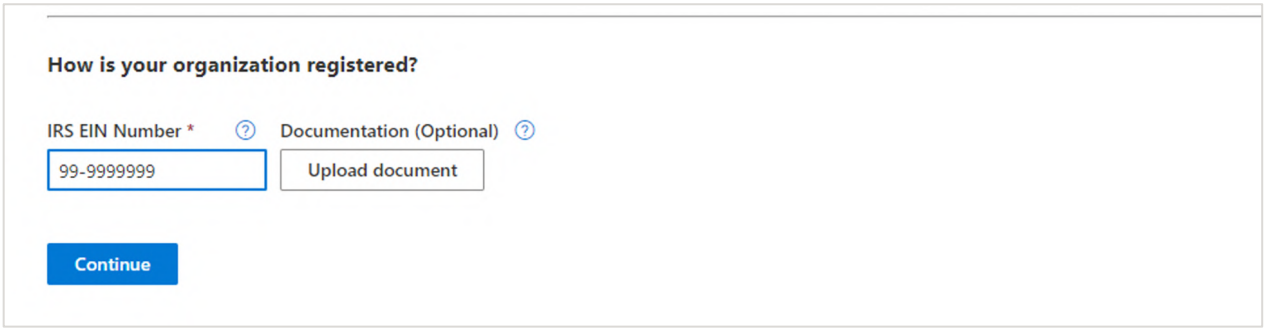
4. Provide your organization information

Enter your organization information, including your organization name as written in legal documentation.



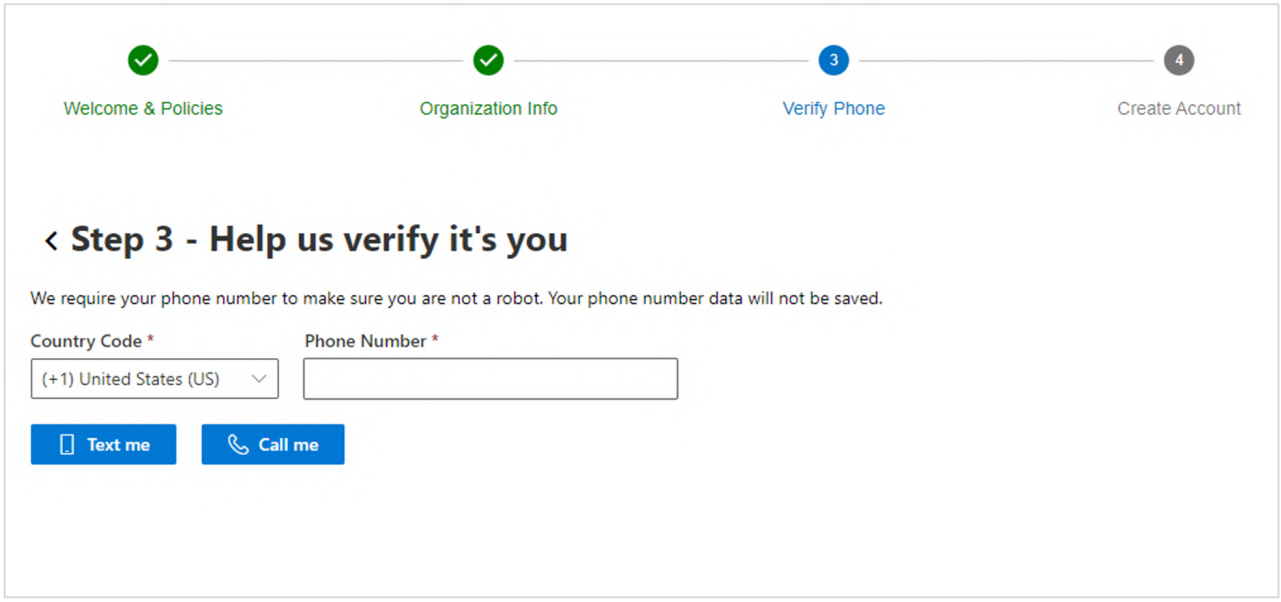
5. Add government registration information

Provide details about the type of government identification your organization has.



6. Provide a phone number

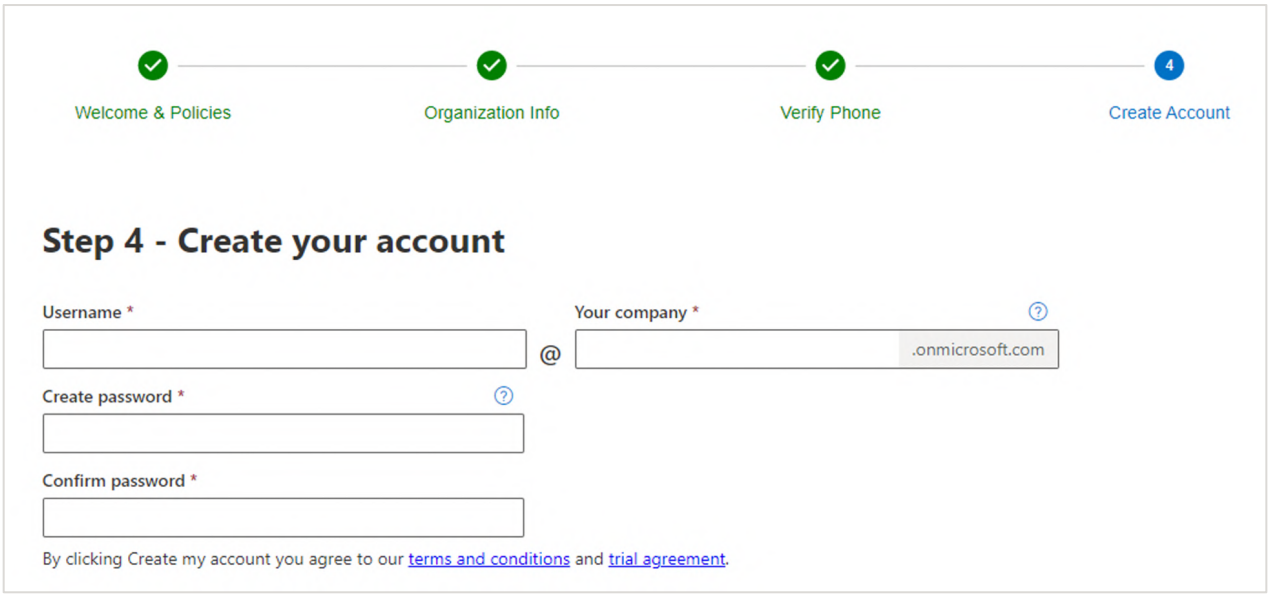
To prove to Microsoft that you are not a robot, enter a phone number.



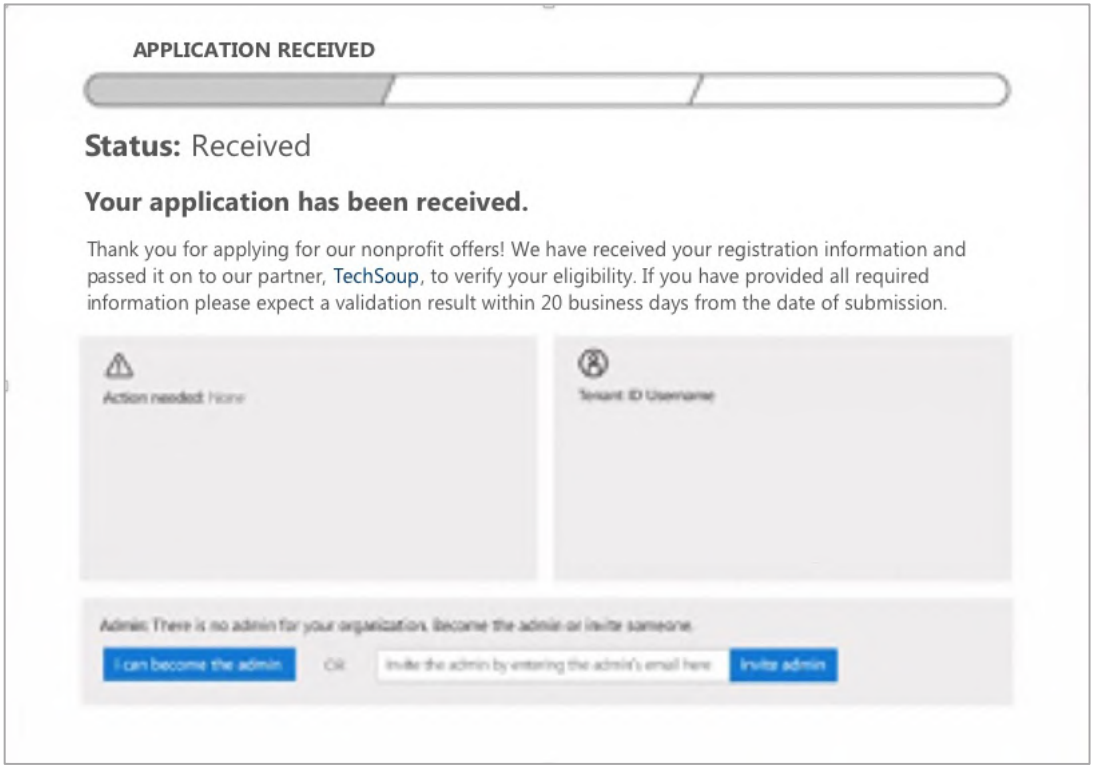
7. Create your account

Create an account by specifying a username and an onmicrosoft.com domain name for your organization.

Note: You'll need to provide your onmicrosoft.com domain name when you request cloud services through TechSoup.



8. Review your submission

You may return to the Microsoft nonprofit portal at any time to check your validation status. You will receive an email from Microsoft when your organization's eligibility has been verified.

Note: The image below may not represent the page you see.