Microsoft Certified Trainers (MCTs) are the premier technical and instructional experts in Microsoft technologies. Join this exclusive group of Microsoft technical training professionals and reap the benefits of MCT training certification and membership, including access to the complete library of official Microsoft training and certification products; substantial discounts on exams, books, and Microsoft products; readiness resources, access to a members-only online community; and invitations to exclusive events and programs.

The purpose of this guide is to show you how to enroll or renew your membership. You can also apply for or renew membership in the MCT Alumni program if you want to stay connected to the program but aren’t actively teaching courses.

Topics in this guide include:

How to use this guide
Enroll as a new MCT
Renew your annual MCT membership
Apply for or renew your MCT Alumni membership
Upgrade from an Alumni membership
Rejoin the MCT program
Complete Confirmation Page
Submit

How to use this guide
Choose whether you want to:
• Enroll as a new MCT
• Renew your annual MCT membership
• Apply for or renew your MCT Alumni membership
• Upgrade from an Alumni membership
• Rejoin the MCT program

Before starting the enrollment or renewal process, you will need:
• The Microsoft account (MSA) associated with your Certification profile.
• The login credentials (username/password) for your Microsoft Partner account.
• A profile in Partner Center.
• Your Metrics That Matter (MTM) ID if you plan to use MTM for training validation. If you’re not using MTM for validation, then you will need to provide a training summary or score report to complete renewal.
• A digital copy of your approved instructional skills certification OR a valid professional reference (for new enrollments only).

For any additional questions about the program, see the Microsoft Certified Trainer home page.

Enroll as a new MCT
1. Sign into the MCT enrollment tool directly with the Microsoft account associated with your Certification profile, or navigate to it from the Certification Dashboard.

2. After you log into the enrollment tool, the Profile page appears, and you will need to select “Click here to authenticate” to retrieve your Learning partner organization ID. A second login window will appear and if your Microsoft partner has migrated to Partner Center you will need to enter your Microsoft partner login credentials (username/password).
3. If you see the error below, make sure you have created a profile in Partner Center and that you have the login credentials for your Microsoft Partner account.

![Image of Microsoft Certified Trainer Program](image.png)

**Important:** If you have a Microsoft Imagine Academy or Microsoft Partner ID and do not know the ID number or login credentials contact the respective program administrator. Due to security restrictions, Regional Service Centers cannot provide this number.

4. In the **Employer Type** section, select the option that best describes your employer type.
Depending on which employer type you select, you will need to provide additional information.

- **Microsoft Employee (FTE).** Enter your domain and Microsoft alias, then select Email Code. A one-time passcode will be sent to your Microsoft email account within a few minutes.
  - You will have 120 days to use this code before you must request a new one.
  - Enter your code, then select Submit.
- **Academic.** Enter your institution name, then select Submit.
- **Freelancer.**
- **Government.** Enter your department name, then select Submit.
- **Microsoft Imagine Academy.** Enter your membership ID, then select Submit.
- **Microsoft Partner or Microsoft Action Pack Partner.** Enter your partner ID, then select Submit.
- **Other.**

5. Select your primary training audience from the three options that appear—**Developer, IT Professional,** and **Microsoft Dynamics.** (The primary training audience is the type of user your content focuses on—software development, IT support, or a Microsoft Dynamics user.)

6. Select Next. The **Requirements** page appears.

7. To renew your membership, you will need to teach at least one class during your first year in the MCT program. This training can be validated by the preferred Metrics That Matter (MTM) tool or another survey tool. If you plan to use MTM, enter your MTM ID in the Training Validation section.
8. Select one of the following:
   - **Certification.** Choose a certification type in the *Type of certification* box and attach your proof of certification—it must be a file in .jpeg, .doc, or .pdf format.
- **Personal Reference.** Enter the required information for your reference.
9. On the Terms page, read and accept the terms and conditions.
10. Select **Next** to continue.

11. Go to **Confirmation Page** and submit.
    Once all requirements and instructional skills are approved the user will need to go to the confirmation page and submit the application.

---

**Renew your annual MCT membership**
Current MCT program members receive email messages before their one-year anniversary date as a reminder to renew.

1. Sign into the MCT enrollment tool **directly** with the Microsoft account associated with your Certification profile, or navigate to it from the **Certification Dashboard**.
The **Profile** page appears, showing your anniversary date and membership status.

2. Select **Renew**.

   Your employer type and primary training audience will be pre-populated, based on your current enrollment. If needed, you can change this information.
3. Select Next to continue. The Requirements page appears.

4. Verify your certifications and your training validation. To renew your MCT membership, you will need to meet the following requirements:
   
   a. Have a qualifying certification.
   
   b. Teach at least one class in the previous year as validated by Metrics That Matter (MTM) or another survey tool. If you have used a survey tool other than MTM or your MTM data is not correctly appearing, please select Upload File to submit a score report or training summary to complete your renewal application. If you’re a Microsoft employee (FTE) or a trainer employed by a Microsoft Imagine Academy, government entity, or academic institution, you will be prompted to complete a training waiver form (see step 5).
5. Microsoft employees and trainers employed by a Microsoft Imagine Academy, government entity, or academic institution will be prompted to complete a training waiver form.
6. Select **Next** to continue.

7. On the **Terms** page, read and accept the terms and conditions.
8. Select **Next** to continue.

9. Go to [Confirmation Page](#) and submit. Once all requirements and instructional skills are approved the user will need to go to the confirmation page and submit the application.

---

**Apply for or renew your MCT Alumni membership**

Follow these steps if you are not currently teaching courses but want to stay connected to the MCT program:

**Apply for a new MCT Alumni membership**

1. Sign into the MCT enrollment tool **directly** with the Microsoft account associated with your Certification profile, or navigate to it from the [Certification Dashboard](#).

2. The **Profile** page will appear.
3. Under **Are you a Microsoft employee?** select **No** or **Yes**.

**No.** Select an option under **Area of Expertise** and select **Next**.

**Yes.** Enter your domain and Microsoft alias, then select **Email Code**. A one-time passcode will be sent to your Microsoft email account within a few minutes. You will have 120 days to use this code before you must request a new one.

```
Microsoft Employee (FTE)

Enter domain and Microsoft alias

domain\alias

Email Code

Next
```

- Enter the code, and then select your Area of Expertise in the box that appears below.
- Select **Next**.

4. Read the terms and conditions, and then select the **I accept the Alumni Program Agreement** check box.

```
Alumni Application

I accept the Alumni Program Agreement

Next
```

5. Select **Next** to continue.

6. Go to **Confirmation Page** and submit.

Once all requirements and instructional skills are approved the user will need to go to the confirmation page and submit the application.
Renew your MCT Alumni membership

1. Sign into the MCT enrollment tool directly with the Microsoft account associated with your Certification profile, or navigate to it from the Certification Dashboard.

2. The Profile page will appear.

3. Under Are you a Microsoft Employee? Select No or Yes:
   - No. Select an option under Area of Expertise and select Next.
Yes. Enter your domain and Microsoft alias, then select **Email Code**. A one-time passcode will be sent to your Microsoft email account within a few minutes. You will have 120 days to use this code before you must request a new one.

- Enter the code, and then select your Area of Expertise in the box that appears below.
- Select **Next**.

4. Read the terms and conditions, and then select the **I accept the Alumni Program Agreement** check box.

5. Select **Next** to continue.

6. Go to **Confirmation Page** and submit.
   Once all requirements and instructional skills are approved the user will need to go to the confirmation page and submit the application.
Upgrade from an Alumni membership

1. Sign into the MCT enrollment tool directly with the Microsoft account associated with your Certification profile, or navigate to it from the Certification Dashboard.

2. The Profile page appears.

3. Select Upgrade Now.

4. Select the Employer Type and Primary Training audience.

5. Select Next to go to the Requirements page.

6. On the Requirements page, verify your certifications and update your MTM ID if necessary.
7. Select **Next** to continue.

8. On the **Terms** page, read and accept the terms and conditions, and then select **Next**.

9. Go to **Confirmation Page** and submit.
Once all requirements and instructional skills are approved the user will need to go to the confirmation page and submit the application.

Rejoin the MCT program

If your MCT membership renewal period has passed, you can re-apply to rejoin the program:

1. Sign into the MCT enrollment tool directly with the Microsoft account associated with your Certification profile, or navigate to it from the Certification Dashboard.

2. The Profile page appears.

3. Select Re-apply.

4. If your employer type has changed, in the Employer Type section, select the option that best describes your employer type.
5. Select **Next**. The **Requirements** page appears.

6. To renew your membership, you will need to teach at least one class during your first year in the MCT program. This training can be validated by the preferred Metrics That Matter (MTM) tool or another survey tool. If you plan to use MTM, enter your MTM ID in the Training Validation section.
7. Select **Next** to continue.

8. On the **Terms** page, read and accept the terms and conditions, and then select **Next**.

9. Go to **Confirmation Page** and submit.

Once all requirements and instructional skills are approved the user will need to go to the confirmation page and submit the application.
Need help?
If you need assistance with your MCT enrollment or renewal application, or if you have a general question about the MCT program, contact the support team through our [MCT support forum](https://mct.microsoft.com/enrollment6_confirmation).