

Partner Center Permissions

A Global Admin should navigate to <https://partner.microsoft.com/en-us/dashboard/account/v3/usermanagement#users> to find the target user. Click on the email under the username. The partner user will want to have all the permissions shown on the image for a successful Microsoft Partner Consultation. Please update, if necessary, **at least 24 hours** prior to the scheduled workshop.

Roles applicable to partner programs ⓘ [Learn more](#)

☒ Manages your organization's account as

☒ Global admin (has full access to all administrative and Partner Center features)

☐ User management admin (creates agents and resets their passwords)

☒ Account admin (can manage your organization's users, locations and merge accounts)

☒ Microsoft AI Cloud Partner Program partner admin (can administer your organization's Microsoft AI Cloud Partner Program relationship.)

☒ Assists your customers as

☒ Admin agent (has access to all Partner Center features)

☐ Helpdesk agent (helps resolve customer issues with their services)

User is a direct member of the Admin agent security group and has access to all customer tenants as a global administrator. [Learn more](#)

☒ Manages your organization's incentives for one or more locations (select how this user manages incentives for your organization's locations.) [Learn more](#)

☒ Entire organization ⓘ

☒ Incentive admin

☐ Incentive user

☐ Not an incentive user

☐ One or more locations listed below

☒ View data and reports for one or more locations (select the locations where the user needs to be able to view data and reports.)

☒ Entire organization ⓘ

☐ Report viewer *In the absence of the Executive report viewer role, select Report viewer.*

☒ Executive report viewer

☐ No permissions

☐ One or more locations listed below

Partner Center Permissions (continued)

The Security Administrator role is **required**; the Support request admin and Compliance admin roles are recommended.

- ☐ Manage your organization's security
 - ☐ Security Administrator (Has access to all security features)
 - ☐ Security Reader (Has certain read-only permissions to monitor tenant security posture)
- ☐ Support request admin (can manage your organization's support requests)
- ☐ Compliance admin (can manage compliance related obligations on behalf of your organization)

Partner Center Permissions (continued)

Checklist:

- Business profile admin
- Incentive admin
- Executive report viewer
- Referrals admin
- Microsoft AI Cloud Partner Program partner admin
- Account admin
- Support request admin
- Compliance admin
- Admin Agent
- Security Admin
- Global Admin (we understand this may be impossible in some cases)