

Staff Accounts for 1MP Portal *(Access Levels)*

1MP Portal Staff Accounts: *Types of Access Levels*

Each school site has two types of staff accounts (access levels) for the 1MP Project.

<i>Account Type</i> <i>(Access Level)</i>	MANAGER	USER
<i>Role</i>	Manages the employee accounts within the school	Performs web portal tasks including activation, account maintenance, and reporting. Manager can also be a user.
<i>Tasks</i>	The only purpose of the Manager Account (access level) is to create User accounts and to manage the User accounts (change active status, change password, etc.)	The User Account performs all the functions on the Sprint Activation portal to manage the devices: <ul style="list-style-type: none"> • Swap a device • Suspend & Unsuspend student account • Cancel student account • Export records of 1MP accounts at school
<i>Accounts Per School</i>	One Manager Account per school	No limit. Varies based on school size and need.



1MP Portal Staff Accounts:



Create Manager Accounts

1MP Portal Staff Accounts: *Creating a Manager Account*

1. Go to the Sprint Prepaid Sales Portal at sales.prepaid.sprint.com.
2. In the **Sign In** screen, enter your temporary username and password.



Welcome to the Sprint Prepaid Sales Portal.

Your location for all things Boost Mobile. From Activation, to the latest news and training documents, it's all here.



SIGN IN

Username:

Password: [Forgot your password?](#)

SIGN IN

NEXT

1MP Portal Staff Accounts: *Creating a Manager Account*

Note: You will be immediately prompted to reset your temporary username and password and create your new Manager account credentials.

3. Enter your new username.
4. Enter your temporary password (old password) that you used in the previous slide.
5. Enter a new password.
6. Click on **Submit**.

Username and Password Reset

You must change your username and password before you can access the SPG Sales Portal.

New Username

Repeat New Username

Old Password

New Password

Repeat New Password

SUBMIT

Usernames must comply with the following criteria

- Must be 5-50 Characters long.
- Cannot contain any spaces.
- Must be unique.
- Cannot match your previous username.

Passwords must comply with the following criteria

- Must be 12-20 Characters long.
- Must contain at least 3 of the following components.
 - Uppercase letter
 - Lowercase letter
 - Number
 - Special characters (e.g. * _ \$ @).
- Must not repeat more than three consecutive characters (e.g. 000 or AAA).
- Cannot be the same as the current password.
- Cannot be the same as the current username (ignoring case and spaces).

NEXT



1MP Portal Staff Accounts: *Creating a Manager Account*

7. Make note of your new username and password.
8. To log into the portal with your new credentials, click on **Login**.
9. After logging in with your new “Manager” account username and password, you can begin creating “User” accounts. See next section in this presentation.

USERNAME & PASSWORD RESET

Username And Password Reset

Your username and password have been successfully reset. Your password will be valid for 9999 days. Please keep track of your credentials somewhere safe to ensure that you don't forget them and that others do not have access to them. If your location uses Elevate, please ensure that you reach out to the Elevate administrator so they can also update your new username and password in Elevate.

LOGIN

NEXT 

1MP Portal Staff Accounts:



Create User Accounts

1MP Portal Staff Accounts: *Creating a User Account*

1. Go to the Sprint Prepaid Sales Portal at sales.prepaid.sprint.com.
2. In the **Sign In** screen, enter *your “Manager Account”* username and password.



Welcome to the Sprint Prepaid Sales Portal.

Your location for all things Boost Mobile. From Activation, to the latest news and training documents, it's all here.



SIGN IN

Username:

Password: [Forgot your password?](#)

SIGN IN

NEXT

1MP Portal Staff Accounts: *Creating a User Account*

3. Read alerts, if there are any. If prompted check the box and click **Continue**.
4. Click on **Manage**.

The screenshot displays the 1MP Portal Staff Accounts interface. At the top, the 1million Project Foundation logo is on the left, and user information (Username, Door Id: 40591, Dealer Code: ZF0TVJBX, Español | Sign out) is on the right. Below the header is a navigation bar with 'Home', 'Manage' (highlighted with a red box), 'Program Documents', and 'Need Help?'. The main content area is titled 'ALERTS & NEWS' and contains a 'HIGH ALERTS' section. Two yellow alert cards are visible, each with a bell icon and placeholder text. Below the alerts is a grey bar with the text 'I have read all of the alerts' and an unchecked checkbox (highlighted with a red box). To the right of the checkbox is a blue 'CONTINUE' button (also highlighted with a red box).



1MP Portal Staff Accounts: *Creating a User Account*

5. This is the Manage screen. Click on **Create User**.
6. Click on **Manage**.

MANAGE

MY ACCOUNT

[CHANGE MY PASSWORD](#)

[CHANGE/ADD MY EMAIL](#)

[CHANGE/ADD MY PHONE](#)

USER MANAGEMENT

[MANAGE CURRENT USERS](#)

[CREATE USER](#)

Note: Create a “User” account even if you are the only person managing and activating devices. The “Manager” account can not activate or manage devices.

NEXT

1MP Portal Staff Accounts: *Creating a User Account*

7. In the “Create User” screen, enter information then click on **Save**.

Note: Follow the criteria for creating the usernames and passwords.

CREATE USER

First Name*

Last Name*

Username*

Password*

Re-enter Password*

Phone

Email Address

* indicates a required field

SAVE **CANCEL**

Username criteria:

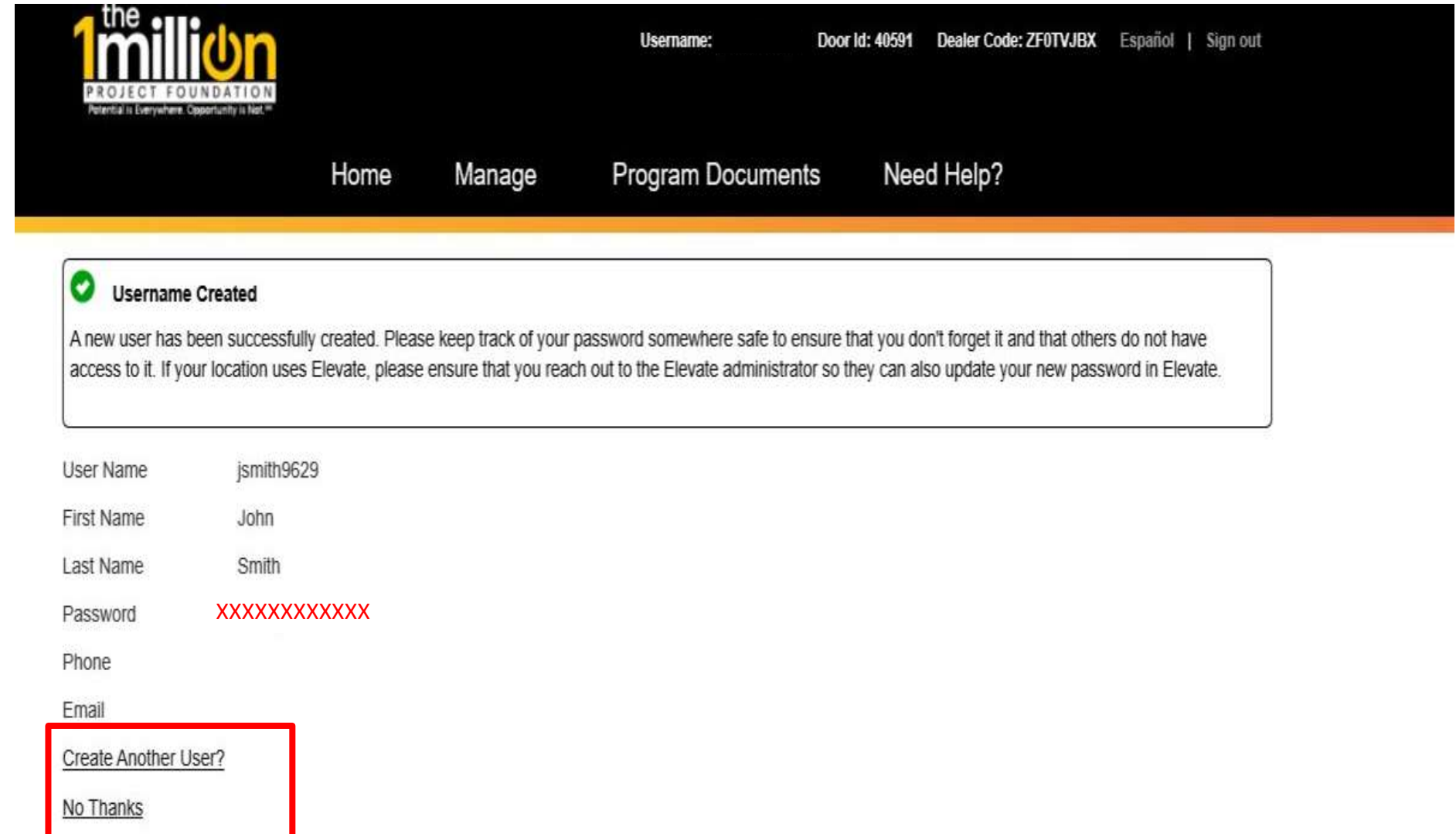
- Must be 5-50 Characters long.
- Cannot contain any spaces.
- Must be unique.
- Cannot match your previous username.

Password criteria:

- Must be 12-20 Characters long.
- Must contain at least 3 of the following components:
 - Uppercase letter
 - Lowercase letter
 - Number
 - Special characters (e.g. *_\$_@).
- Must not repeat more than three consecutive characters (e.g. 000 or AAA).
- Cannot be the same as the current password.
- Cannot be the same as the current username (ignoring case and spaces).

1MP Portal Staff Accounts: *Creating a User Account*

8. If you want to add another “User” account, click on **Create Another User** and repeat step 7 from the previous slide. If not, click on **No Thanks**.



the 1million PROJECT FOUNDATION
Potential is Everywhere. Opportunity is Not.™

Username: Door Id: 40591 Dealer Code: ZF0TVJBX Español | Sign out

Home Manage Program Documents Need Help?

✔ Username Created
A new user has been successfully created. Please keep track of your password somewhere safe to ensure that you don't forget it and that others do not have access to it. If your location uses Elevate, please ensure that you reach out to the Elevate administrator so they can also update your new password in Elevate.

User Name	jsmith9629
First Name	John
Last Name	Smith
Password	XXXXXXXXXXXX
Phone	
Email	

[Create Another User?](#)

[No Thanks](#)

1MP Portal Staff Accounts:

Run Report of 1MP Accounts

1MP Portal Staff Accounts: *Run Report of 1MP Accounts*

1. Go to the Sprint Prepaid Sales Portal at sales.prepaid.sprint.com.
2. In the **Sign In** screen, enter *your "User Account"* username and password.



Welcome to the Sprint Prepaid Sales Portal.

Your location for all things Boost Mobile. From Activation, to the latest news and training documents, it's all here.



SIGN IN

Username:

Password: [Forgot your password?](#)

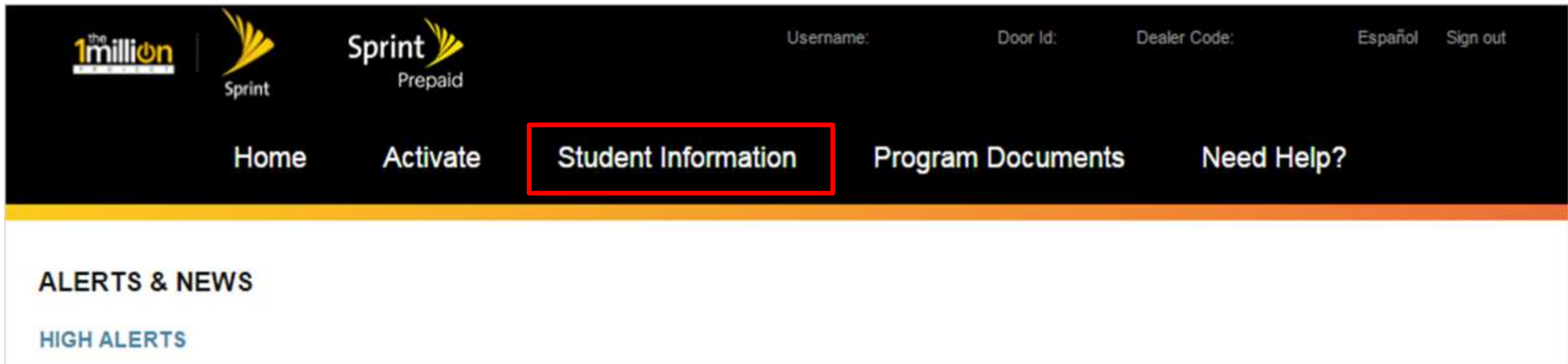
SIGN IN



1MP Portal Staff Accounts: *Run Report of 1MP Accounts*

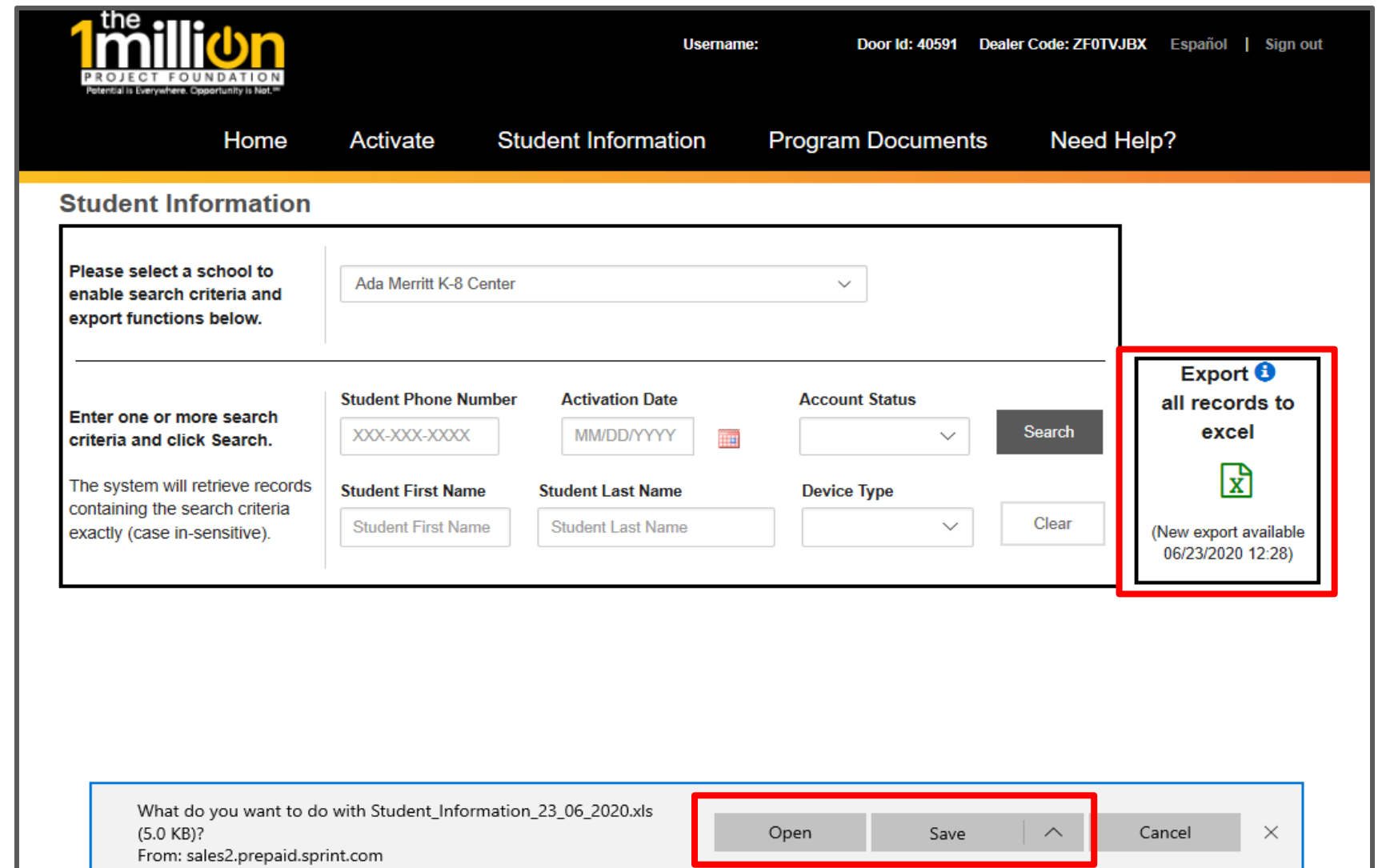


3. Click on **Student Information**.



1MP Portal Staff Accounts: *Run Report of 1MP Accounts*

- To export records of the 1MP accounts at your school as an Excel file, click on **Export all records to excel.**
- When the dialogue box appears at the bottom of your screen, you can open the file or save it.



The screenshot displays the 1MP Portal Staff Accounts interface. At the top, the logo for 'the 1million PROJECT FOUNDATION' is visible, along with user information: Username, Door Id: 40591, Dealer Code: ZF0TVJBX, Español, and Sign out. The main navigation bar includes Home, Activate, Student Information, Program Documents, and Need Help?. The 'Student Information' section is active, showing a dropdown menu for 'Please select a school to enable search criteria and export functions below.' with 'Ada Merritt K-8 Center' selected. Below this, there are search criteria fields: Student Phone Number (XXX-XXX-XXXX), Activation Date (MM/DD/YYYY), Account Status, Student First Name, Student Last Name, and Device Type. A 'Search' button is present, along with a 'Clear' button. A red box highlights the 'Export all records to excel' button, which includes an Excel icon and the text '(New export available 06/23/2020 12:28)'. At the bottom, a dialog box asks 'What do you want to do with Student_Information_23_06_2020.xls (5.0 KB)? From: sales2.prepaid.sprint.com'. A red box highlights the 'Open' and 'Save' buttons in this dialog.