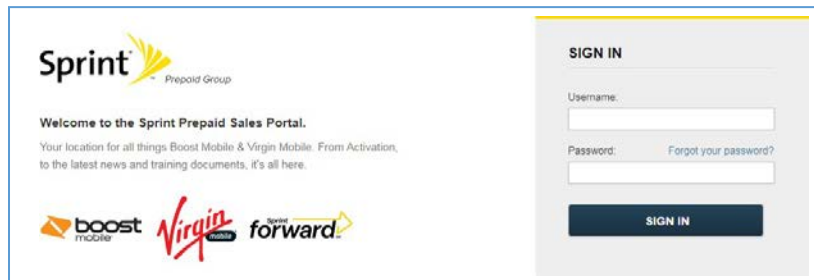


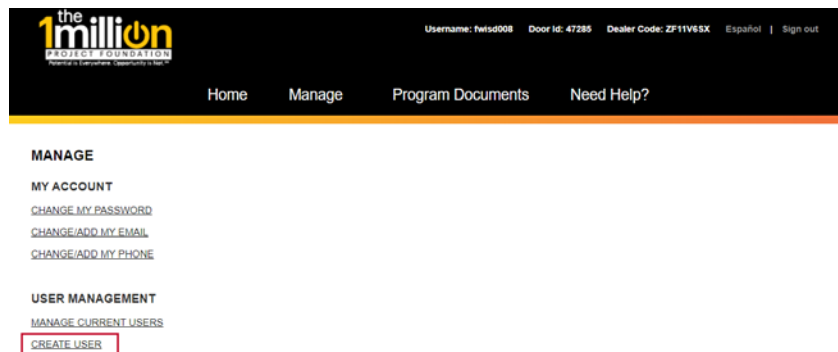
Set Up Employees Accounts (Accounts should be created for DiG iN Facilitators/Administrators Only)

This section provides an overview of the web portal and how to set-up and manage your accounts. DiG iN Facilitators and Administrators will use the username and password that you create during this process.

1. Go to <https://sales.prepaid.sprint.com/boost-sales-portal/faces/login.jsp>
 - Enter your username and password provided by your point of contact.
 - Select **SIGN IN**.



2. The 1Million Project home page appears. Select Manage.
 - **Manage:** Allows the Manager Profile to change passwords, manage existing users, create a new user, or return to the main search screen.
3. Select Create User.



4. Complete the required fields. Click Save.
 - First Name and Last Name: Use the DiG iN device facilitator and administrator first and last name.
 - User Name: Use firstname.lastname.
 - Password: Create a password that represents your school, like NorthSide008!!
 - Email Address: Enter the employee's district email address.

