Sign In

To Access the Admin Tools Area Within My Cloud Services Portal:

Go to portal.momentumtelecom.com and enter your Administrator Username and Password to Sign In.
During the sign in process, you may be prompted to setup/use MFA protocols and acknowledge Terms and Conditions to proceed.

Admin Tools Menu

The Admin Tools Menu on the left side of the dialog offers permission-based access to useful administration sections.
Only sections related to services on the Organization's account can be displayed in this area.
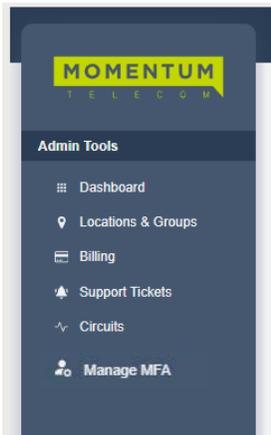
- ❖ **Dashboard** - The home page for Data Administrators
- ❖ **Locations & Groups -** Group level Admin account management tools
- ❖ ***Billing** - **Restricted Access**. Advanced Billing information and payment management for authorized personnel only.
- ❖ ***Support Tickets** - **Restricted Access**. Authorized Admins may have access to view (read-only) and/or submit (full access) non-emergency requests for assistance or information to Customer Care.
- ❖ ***Circuits | *Service Locations** - Limited Access | Data Customers. Review information about the active circuits in inventory (monitored/unmonitored)
- ❖ **Manage MFA - Limited Access** - Review MFA activation status information and a Reset tool for assisting others with MFA-related portal access issues.

* Restricted and limited access sections may require additional authorization per Administrator.

Data Admin Dashboard

The Home page for Administrators. The Admin Dashboard provides at-a-glance views of *Live* and historical account activity, AND direct **filtered** quick-access links from each card section to the administrator-level tools, services, and feature pages found in the menu on the left. Now you can see and track everything that is going on and access any area or service you need to manage from one web page - *fast*.
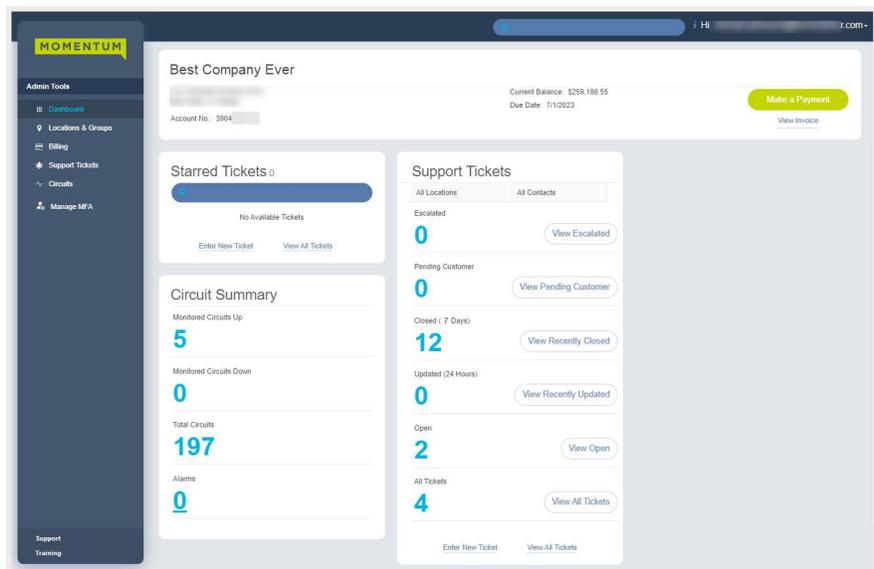
My Cloud Services Portal Data Admin

MOMENTUM

DATA ADMIN DASHBOARD FEATURES

Site Search

The Search field at the top of the application dialog offers site-wide search functionality within the areas the Admin may access.

Admin Information

The **Hi, <User Name>** area at the top of the application opens a drop-down list of quick access links to view your current profile to update the password, perform MFA self-management, or update your directory information. You may also review Support and Training resource information, and Log Out from here.
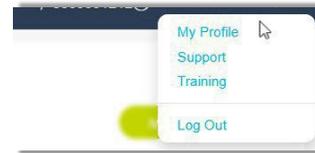
Data Admin Dashboard Sections

Each section and widget (card) featured within the Admin Dashboard provides useful information, tools, and filtered access links to the relevant work areas. Unfiltered access to those areas is offered in the Admin Tools Navigation Menu Panel on the left side of the screen.

Profile

This card at the top of the Dashboard offers account information including the address and account number.

If viewed by the SuperAdmin or a Billing Admin, information about the current account balance, and links to the latest invoice information and to the Billing page to review billing data or make a payment is available in this area, as well.

Circuit Summary
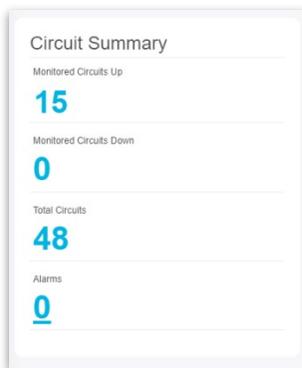
The Circuit summary card displays the current counts for the Circuits in inventory along with basic monitoring information and the Alarm count data for the monitored devices.

*Support Tickets
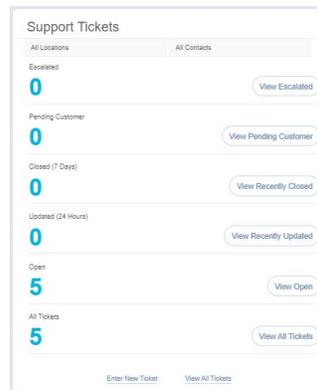
* This section requires sufficient access permissions to Support Tickets to display. This card offers the most recent support ticket activity and useful filtering tools:

- Filter by location or Contact name.
- Buttons link to review specific types of tickets (filtered views)
- A link to View All Tickets within the Support Tickets page

*Starred Tickets
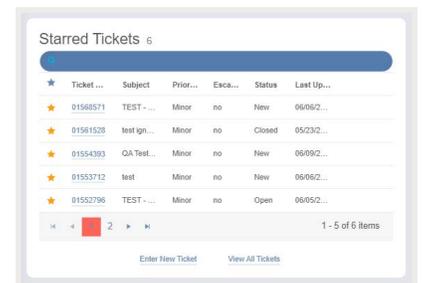
* This section requires sufficient access permissions to Support Tickets to display. The card offers a searchable view of the tickets the account holder has selected to watch (★ Starred).

- Search within the list.
- Link to view a ticket's information.
- Remove items from 'watched' list
- View All Tickets link