

QUICK START GUIDE

Log into Army Career Tracker at <https://actnow.army.mil>

ACT ALLOWS YOU TO...

VIEW All Career-Related Data in One Consolidated Place

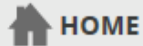
CREATE Individual Development Plan (IDP)

RECEIVE Targeted Career & Training Recommendations from Leaders and Mentors

TRACK Career Information & Goals

PLAN Career Paths with Professional & Personal Goals

1 ACT HOMEPAGE & NAVIGATION



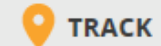
- Select your 1st Line Leader.
- View ACT news and updates on the **ACT HOMEPAGE**.
- Explore ACT 2.0 using the left hand navigation panel.
- Return to the **ACT HOMEPAGE** at any time by clicking the ACT logo in the upper left corner.

2 REMINDERS, LEADERS & MENTORS ICONS



- Review **REMINDERS** by clicking on the bell icon in the upper right corner.
- Take action by clicking GO.
- Review **LEADERS & MENTORS** requests by clicking on the people icon in the upper right of the header.
- Accept or Reject the request and type a comment to the sender.

3 REVIEW PROFILE INFORMATION



- From **LEADERS & MENTORS**, select additional Leaders/Mentors and Subordinates/Mentees.
- From **MESSAGES**, view messages and recommendations sent to you.
- Review your information on **CAREER DASHBOARD** and **CAREER RECORD**.

4 IDENTIFY & SAVE GOALS



- Establish your Army career goals in the **PROFESSIONAL DEVELOPMENT MODEL**, **COURSE SEARCH**, and **DUTY POSITION SEARCH**.
- Manage your ACT goals using **GOALS MANAGEMENT**.
- Visualize alternative career timelines with **CAREER PATH BUILDER**.

5 CREATE AN INDIVIDUAL DEVELOPMENT PLAN (IDP)



- Create and submit your IDP from the **INDIVIDUAL DEVELOPMENT PLAN**.
- Your 1st Line Leader will receive your submitted IDP and will be able to review, edit, and approve it.

6 STAY CONNECTED WITH COMMUNITIES



- Explore **COMMUNITIES** for the latest Proponent news and updates.
- Check out the Bookmarks for links to helpful external resources highlighted by the Proponent.