

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



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

2 REMINDERS, LEADERS & MENTORS ICONS



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

3 REVIEW PROFILE INFORMATION



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

4 IDENTIFY & SAVE GOALS



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

5 CREATE AN INDIVIDUAL DEVELOPMENT PLAN (IDP)



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

6 STAY CONNECTED WITH COMMUNITIES



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