ACT User Quick Start Guide

Users can log into Army Career Tracker at: https://actnow.army.mil/.
ACT allows employees to:

- View all career related data in one online portal
- Examine personalized Professional Development Models (PDMs)
- Receive targeted career and training recommendations from Supervisors or Mentors
- Identify the operational, institutional and self-development requirements for advancement
- Plan new activities designed to reach professional and personal goals

ACT Employee Homepage

- Delivers up to date profiled news from your CP
- Provides a graphic snapshot of employee training and leader development
- Compares status to members of career programs
- View notices from Supervisors & Mentors

My Career

- Received personalized data including assignments, training, civilian education, certification
- Link to your employee career record brief in CPOL
- Provides resources for supervisors and mentors to use for counseling/coaching
- Keep updated on Local training in My Electronic Job

My Planner

- Monitor career progression through a personalized view of the Professional Development Model
- Plan for the future by searching the course catalog or training to add as a professional goal and to IDP
- Keep track of personal & professional goals & events in My Calendar

Landing Page

- Provides a central location for Career Program guidance & recommendations
- Displays a customized page for each CP, Branch, FA, CMF, ARNG State Area Commands and the USAR Command
- Highlights CP information including Leadership, Featured Links, Essential Resources and News

Search

- Provides access to a consolidated directory of Army training/education courses
- Offers the ability to search for and filter courses by delivery type, start date, location and more
- Identify and connect with individuals with specific skills in Find an Expert

Individual Development Plan

- Standardizes template ICW AR 350-1 for supervisor approval
- Includes goals, events, assignments, training generated within ACT
- Prioritizes training requests/ training goals
- Places approved events on My Calendar for tracking

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CAREER TRACKER