ACT ALLOWS USERS TO:

- **VIEW** Career related data in an integrated hub
- **CREATE** Goals directly from your Professional Development Model (PDM)
- **RECEIVE** Recommendations & notifications from Leaders & Mentors
- **TRACK** Goals in your Individual Development Plan (IDP)
- **PLAN** Actions designed to reach your professional & personal goals

**GETTING STARTED**

a) Enter name of your First Line Leader/Rater  
b) Your request is sent to your Leader to accept/decline accordingly  
c) Accept the FERPA Agreement  
d) Use of the **Leader Link-Up** on the **Home Page** allows you to select a mentor who is not necessarily in your chain of command, CMF or duty station  
e) View personalized career and training recommendations from Leaders and Proponent in **My Notices**, useful news in **ACT News**, **My Resources**, **My Career Dashboard**

**VIEW CAREER INFO**

a) View your profile information, and status of PME, Professional Goal, and Civilian Education in **My Career Dashboard**  
b) Determine if you need to update your administrative data  
c) Launch SSD modules from your Professional Military Education (PME) Thermometer  
d) Check and monitor your goal attainment  
e) Review your civilian education status and compare yourself with your peers

**FIND A COURSE**

a) Click the **Search** tab to access a consolidated course catalog  
b) Use **Find a Course**, to search and filter courses by delivery type, location and more  
c) Use the **Featured Courses** portlet to select courses recommended by your Proponent based on your MOS and grade  
d) Select Features Courses as goals

**DEGREES & CREDENTIALING**

a) While in My Planner, explore **Guided Self Development** to view MOS related degree options and self development resources  
b) Locate MOS related and other recommended **Credentials/Certifications**  
c) Establish goals directly from this section which will automatically populate in your **My Calendar** and IDP

**CREATE AN IDP**

a) Use **My IDP** tab to create and edit your IDP  
b) View IDP goals  
c) **Submit** your IDP to your Leader for review  
d) **Edit** and **Delete** goals  
a) **Print** and **Finalize** your IDP

**Note:** Throughout ACT you will find numerous opportunities to create professional and personal goals
Log into the Army Career Tracker at: https://actnow.army.mil

ACT USER SCREENSHOTS:
- The screenshots below highlight some of the relevant features the Army Career Tracker offers its users.
- To learn more go to the AKO ACT page at: https://www.us.army.mil/suite/page/601000 to view training, simulations, and Lunch and Learn (L2) schedules.

GETTING STARTED
VIEW CAREER INFO
SET CAREER GOALS
FIND A COURSE
DEGREES & CREDENTIALING
CREATE AN IDP
ARMY CAREER TRACKER
LEADER/MENTOR REFERENCE GUIDE
To use the Army Career Tracker log in at https://actnow.army.mil

ACT ALLOWS LEADERS/MENTORS TO:

**VIEW & MONITOR** Subordinate education, career and goal status
**SEND** Leadership guidance through career and training recommendations
**PLAN** Training and activities designed to reach professional and personal goals

---

**RECEIVE/ACCEPT LEADER REQUESTS**

- Click on your pending Leader/Mentor requests in the *My Notices* section on the *Home Page* and accept/decline, as appropriate
- Accept *FERPA Agreement* to give you permission to view your Soldier’s education data

**MONITOR KEY CAREER METRICS**

- In the *Leader Dashboard* explore subordinates, PME, Civilian Education, Professional Goals, Reenlistment and GAT statuses at once
- Click the *Number* in thermometer or the *View All* hyperlink for itemized Soldier data
- Use the *My Soldiers* section to view all your Subordinates and Mentees data

**VIEW SOLDIER DETAILS**

- While in the *Leader* tab Click *My Soldier Details* for easy access your *My Soldiers List* and access to individual subordinates Career Dashboard, My Planner, My Calendar, and My Career to view pertinent Soldier information
- Use this relevant data to conduct individualized counseling sessions

**SEND RECOMMENDATIONS**

- While in the *Recommendation Kit* create career/training recommendations to Subordinates & Mentees
- Send recommendations to one or more subordinates
- Track and monitor previously sent recommendations
- Also use the *My Notices* section to quickly send recommendations to your Soldiers

**REVIEW/EXPORT SOLDIER DATA**

- Click the *Export Soldier Data* hyperlink to view a consolidated list of all your subordinates data
- Use the consolidated Soldier list to track and monitor training and regulatory requirements
- Export, Save or Print consolidated list into an easily accessible external source for future use

**DEGREES & CREDENTIALING**

- In the *My Planner* section send recommendations from Guided Self Development for MOS related degree programs to your subordinates
- Send recommendations to subordinates from Credentials/Certifications for MOS related and other recommended certifications to support their professional and personal career goals

---

**Note:** Throughout ACT you will find numerous opportunities to send recommendations to your Soldiers
Log into the Army Career Tracker at: https://actnow.army.mil

ACT LEADER SCREENSHOTS:
- The screenshots below highlight some of the relevant features the Army Career Tracker offers its users.
- To learn more go to the AKO ACT page at: https://www.us.army.mil/suite/page/60000 to view training, simulations, and Lunch and Learn (L2) schedules.