Introduction to ACT Central

If you encounter issues at any time, please call the support number - 1-877-789-2925. Another option is to enter a support case directly in Success - https://success.act.org/s/contactsupport.

Create your ACT Central Account

Navigate to the ACT Central landing page: https://central.act.org/

Select the Sign Up link.

Complete the Information Form

- First Name
- Last Name
- Birth Month, Day, and Year
- Primary Email: The email address associated with your account. Ideally, this will be personal (non-work/non-school) email that you have been using to communicate with ACT.
- Primary Phone: A phone number that you can be reached at for communications.
- PIN: A 4-6 digit number established to help verify your account.
- Nickname: A unique name used within the system.
- Time Zone

NOTE: All fields are required before verification can be sent. When finished, select the Send Verification Email button.
Establish a Password

Select the email from ACT Central. It may have been directed to a Spam or Junk folder.

Follow the Set Password Page link to establish a password meeting the following criteria.

- Must be at least 8 characters in length
- Must contain at least one letter
- Must contain at least one number
- Must contain at least one special character

When finished, select the Change Password button.

Access the Supplier Engagement Page

At the top of the ACT Central homepage, select the Supplier Engagement link.

NOTE: You will need to access the SRPS link to establish payment information and to monitor past and upcoming payments. You will not need to access CCRIS or Success for consultant tasks such as writing or reviewing assessment content. Information regarding the SRPS system is given later in this document.
Complete or update the Contributor Questionnaire

New External Contributors
Fill out the questionnaire as completely and accurately as possible, ensuring that all required fields (noted with a red asterisk) are completed.

Your responses here help determine the types of assignments best suited to your unique skills, perspectives, and expertise.

Returning External Contributors
Your information should already be populated in the questionnaire. Please verify and update information, as needed.

When finished, select the Submit button at the bottom of the questionnaire.

NOTE: Both new and returning contributors should upload a PDF of their most recent resume.

Check Assignments
Select the My Assignments link to view opportunities that align with your approval areas.

This section will display available and accepted assignments as well as assignments that have been completed in the past 30 days.

Please note that until an assignment is completed, the amount of material or payment could change slightly. When changes are made, your assignments are immediately updated.
**Complete Provided Training**

Select the **My Training** link to access training materials provided by ACT that are specific to the types of accepted assignments.

**NOTE:** Training is only made available when you have active assignments requiring specific training. SRPS training is available at all times.

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**Logout**

When finished with the current session, select the **Profile icon** in the upper right section of the screen. Use the **logout** option to end the current session.