

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.



To access this page, you have to log in to ACT Central.

Username

Password

Log In to Sandbox

Remember me

[Forgot Your Password?](#)

Sign Up

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.

ACT CENTRAL

Enter your information below to create and verify your account with ACT.

First Name Last Name

Birth Month Birth Day Birth Year

Primary Email (You'll sign in with this, and you'll verify it to create your account)

Primary Phone

PIN

Nickname

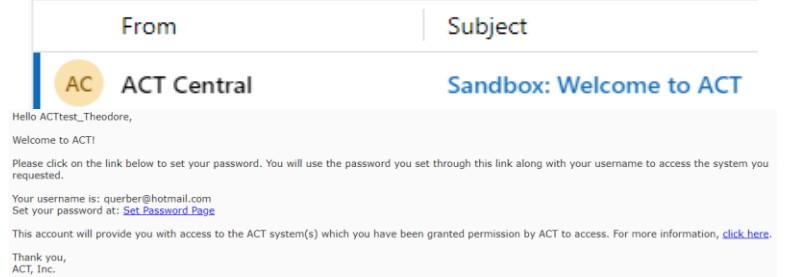
Time Zone

I agree to ACT's [Terms and Conditions](#) and [Privacy Policy](#).

Send Verification Email

Establish a Password

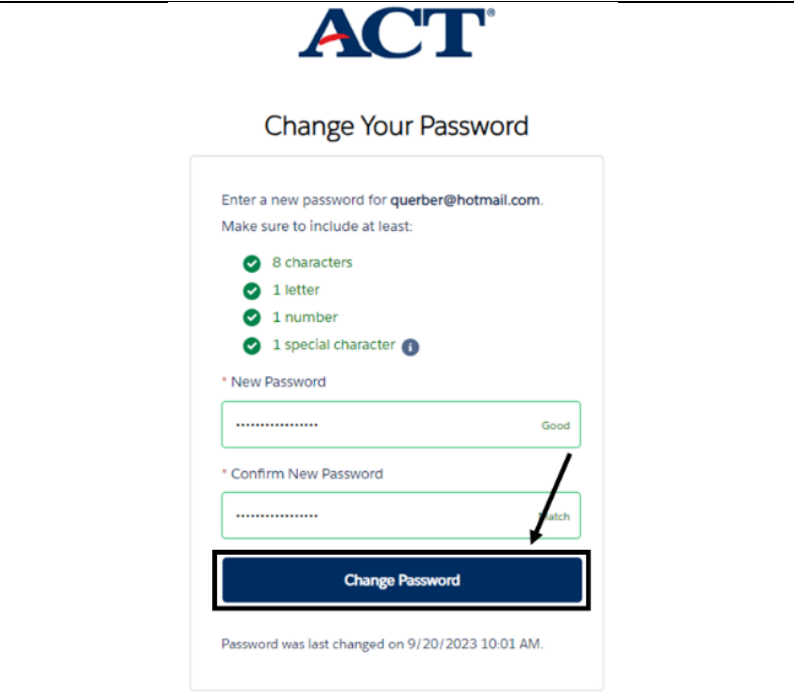
Select the email from ACT Central. It may have been directed to a Spam or Junk folder.



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

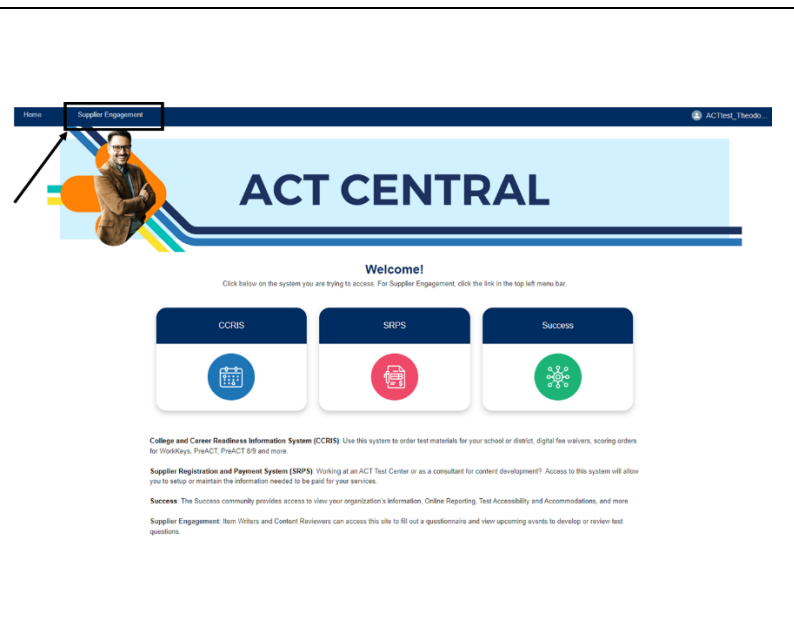
When finished, select the **Change Password** button.



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

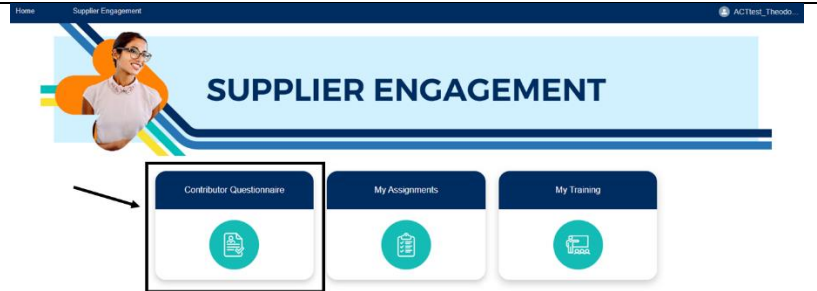
New External Contributors

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.

Your Resume

* Upload Your Resume here.

Upload Files Or drop files

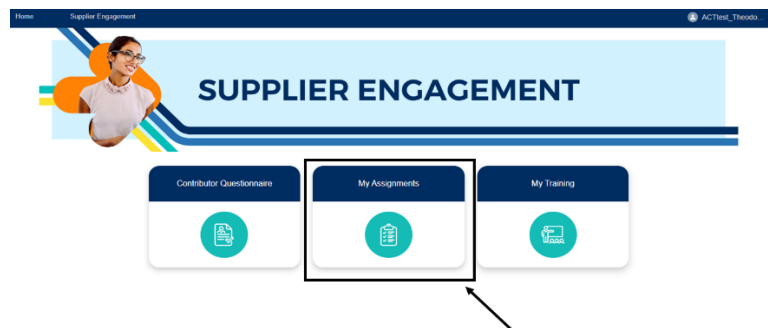
Submit

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.

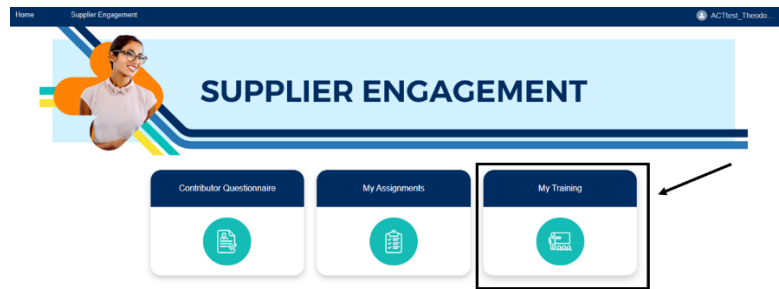
Please note that until an assignment is completed, the amount of material or payment could change slightly. When changes are made, your assignments are immediately updated.



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.



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.

