

ACTO

User Guide to Platform Navigation

How to Navigate Your ACTO Homepage

When you first log in to ACTO you will see the **Home screen**. You can access your Profile, Messages, Notifications, Settings, an app-wide Search Bar, and all the platform's tools that are enabled for your account from here.

The screenshot shows the ACTO app interface with several callout boxes pointing to specific features:

- Profile:** A callout points to a circle next to the name "Fiona Harrison", stating: "Click the circle to the left of your name to quickly update your profile or change your password."
- Search:** A callout points to a search bar with a microphone icon, stating: "This **Search bar** is your main concierge. It allows you to search globally through the entire portal. Click the **microphone** next to the Search bar to use **LAICA**, ACTO's voice-automated assistant, to search for content and resources."
- Navigation Menu:** A callout points to a grid of icons at the bottom, stating: "The **Navigation menu** is available in every section of the app. Click into each icon to access that tool."
- Notifications:** A callout points to a bell icon, stating: "Click the **Bell icon** for **Notifications**. This is where you receive all your in-app notifications. Clicking into a new content notification will take you directly to that content."
- Messages:** A callout points to a chat bubble icon, stating: "Click the **Chat bubble icon** for **Messages**. Much like an in-app messaging tool, this is where you can send and receive messages."
- Envelope:** A callout points to an envelope icon, stating: "Click the **Envelope icon** to view sent emails and associated data."
- More:** A callout points to a three-dot menu icon, stating: "Click the **More icon** to expand or detract the Navigation menu."

ACTO Navigation Menu Overview

ACTO's **Navigation menu** will always be on the bottom of your mobile screen and to the left on your computer browser. **Please note that all the tools below may not be enabled for your organization's ACTO portal.**

- **Home** Your landing page when you sign in. Access the platform-wide search bar here.
- **Learn** Where you will find all your training content.
- **Resources** Your digital briefcase containing all your essential resources.
- **Present** Self-curated playlists of content you have pulled from the Resources tool.
- **Coach** Where you can access the virtual role-play scenarios assigned to you.
- **Events** Where you can access and register or the events that have been deployed to you.
- **Favorites** A place to quickly access and organize resources you have favorited in the Resources tool.
- **Notes** A place to quickly access and organize notes you have added to resources.
- **Settings** Click to update your profile, change your password, update notification settings, or log out.