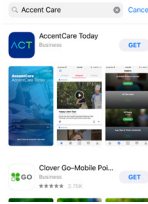


Step 1:

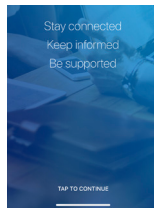
- Go to the App Store and search “AccentCare Today” to find the “ACT app.
- Click “GET” and then click “INSTALL” to download it.
- Once it has finished downloading, click “OPEN.”

(if downloading on a iPad, search for it by iPhone apps)



Step 2:

Once you have successfully opened the app, click “TAP TO CONTINUE” at the bottom.



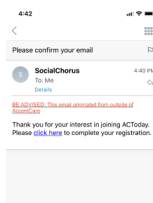
Step 3:

- Click “Don’t have an account? Join now” at bottom of the screen.
- Enter your email address on file with Workday and any password of your choosing.
- Click “JOIN NOW.”



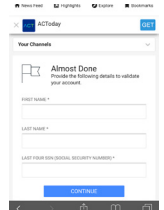
Step 4:

Check your email. A confirmation email will be sent to your inbox from **Social Chorus**. Click on the “click here” link. (Check your spam folder if you don't see it in your inbox.)



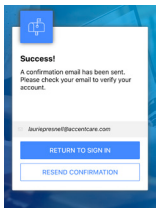
Step 5:

You will be taken to the following screen in your internet browser. Enter your preferred first and last name, as it appears in Workday, and the last four digits of your Social Security Number. Then click “CONTINUE.”



Step 6:

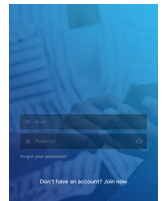
You will then be re-routed to this screen within the app. Please click “RETURN TO SIGN IN.”



Step 7:

Enter the email address and password you used at the beginning of the registration process. Then click “SIGN IN.”

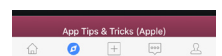
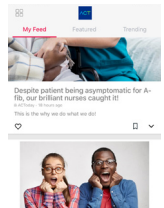
- Enable Touch ID or Face ID.
- Select **OK** to enable Push Notifications so you don't miss out on what's new! Select “allow”.



Step 8:

Once you click the “Explore” tab, you will see all the different channels. Click “Follow” under the name of each channel you would like to stay informed about. The content from those channels will appear under the “My Feed” tab.

Follow the App Tips & Tricks channels to learn how to get the most out of ACToday.



Explore Tab