

How to ...

Access the admin section

1. Go to your toolkit link. Such as “www.greenimpact.org.uk/acts”

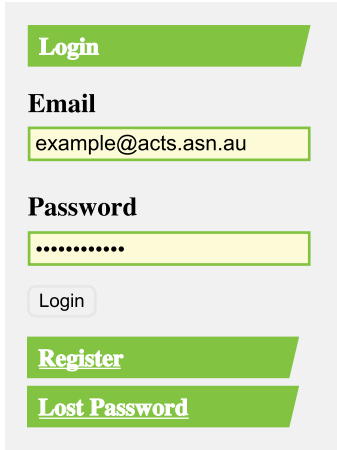
* Note that this is the only part that changes from Institution from Institution, the rest of the address stays the same.

2. Login. This is found at the top right hand of the page.



Login
Register
Lost Password

3. Details. If you have admin access you would have been given an admin username and password. If you do not have this but believe you should, get in contact with your institution’s sustainability team, or with ACTS.



Login
Email
example@acts.asn.au

Password

.....

Login

Register

Lost Password

4. Admin option. Once logged in you will have another option called “Admin Pages”.



Profile
Admin Pages
Logout

5. Admin section. Here you will have access to your current toolkit, creating reports, the users and teams who are registered to your institution.

Workbooks (Workbook = Toolkit)

- [Current workbook –20xx]

Reporting

- User Action Report

Teams and users

- Users
- Teams



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