

FranklinCovey
ALL ACCESS PASS[®]

Facilitator Guide
for All Access Pass Portal 2.2

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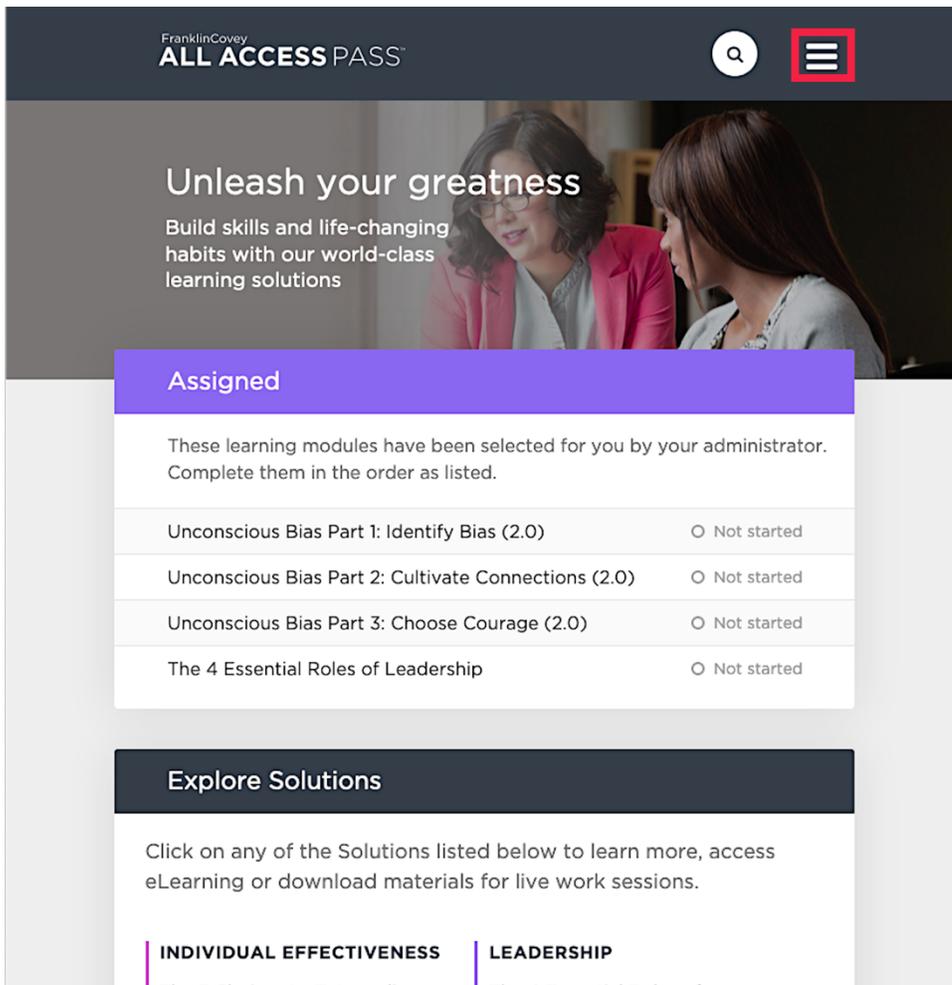
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Changing Your User Information

The User Profile page allows you to change your user information. On this page, you can change the following:

- Preferred Language
- Password
- First and Last Name
- Region

To access the User Profile page, start by opening the menu by clicking the button in the upper-right of any page.



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ALL ACCESS PASS

Unleash your greatness
Build skills and life-changing habits with our world-class learning solutions

Assigned

These learning modules have been selected for you by your administrator. Complete them in the order as listed.

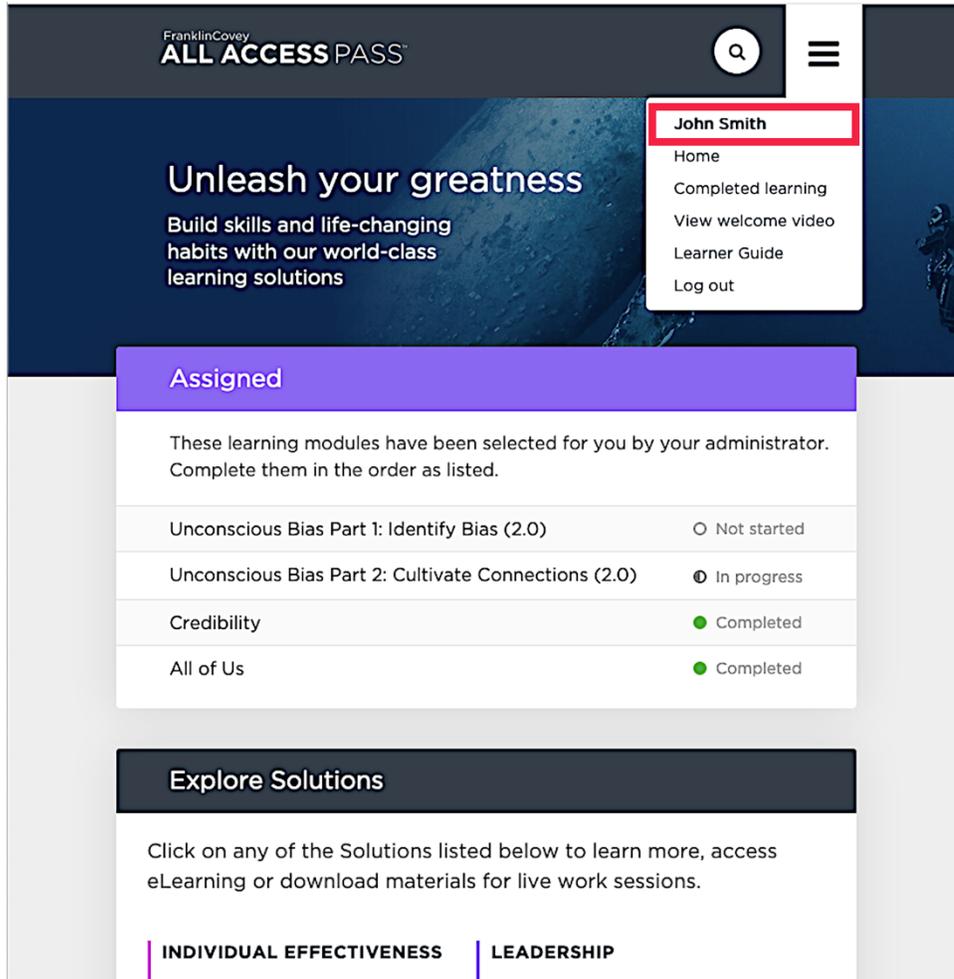
Unconscious Bias Part 1: Identify Bias (2.0)	<input type="radio"/> Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	<input type="radio"/> Not started
Unconscious Bias Part 3: Choose Courage (2.0)	<input type="radio"/> Not started
The 4 Essential Roles of Leadership	<input type="radio"/> Not started

Explore Solutions

Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.

INDIVIDUAL EFFECTIVENESS | **LEADERSHIP**

When the menu appears, click on your name.



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John Smith

- Home
- Completed learning
- View welcome video
- Learner Guide
- Log out

Assigned

These learning modules have been selected for you by your administrator. Complete them in the order as listed.

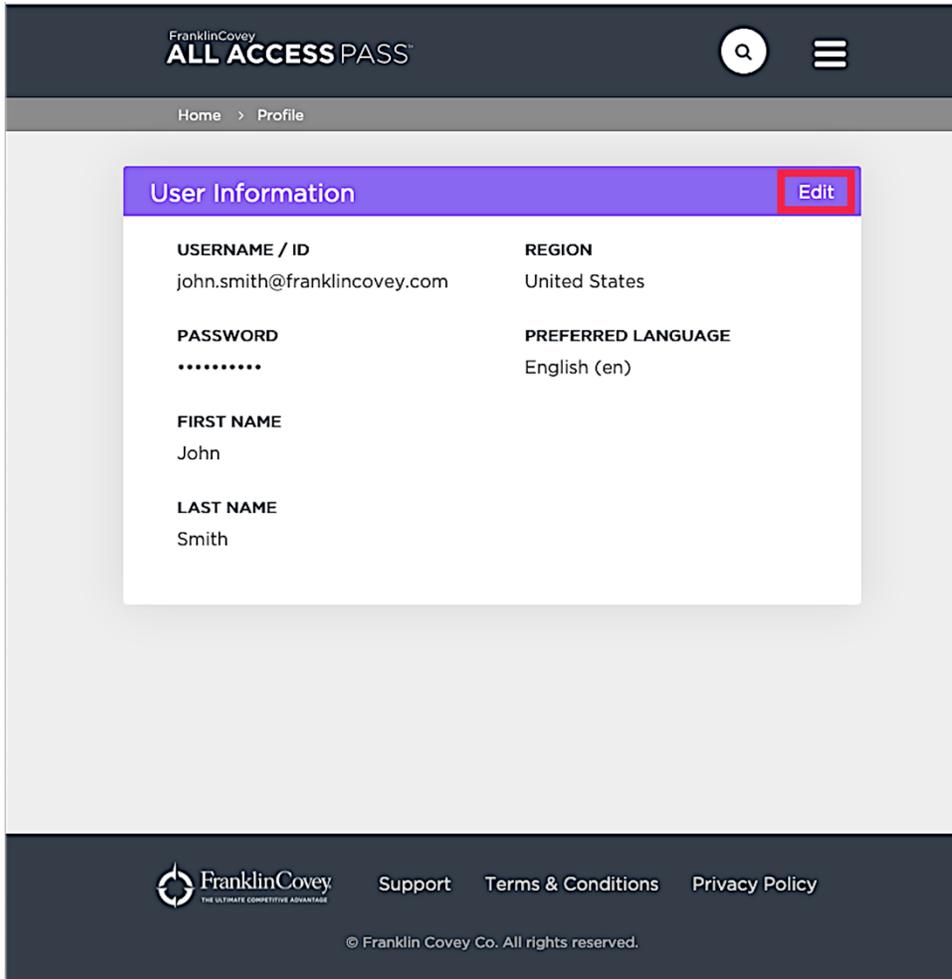
Unconscious Bias Part 1: Identify Bias (2.0)	<input type="radio"/> Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	<input checked="" type="radio"/> In progress
Credibility	<input checked="" type="radio"/> Completed
All of Us	<input checked="" type="radio"/> Completed

Explore Solutions

Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.

INDIVIDUAL EFFECTIVENESS | **LEADERSHIP**

Click Edit to make changes to your profile.



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Home > Profile

User Information [Edit](#)

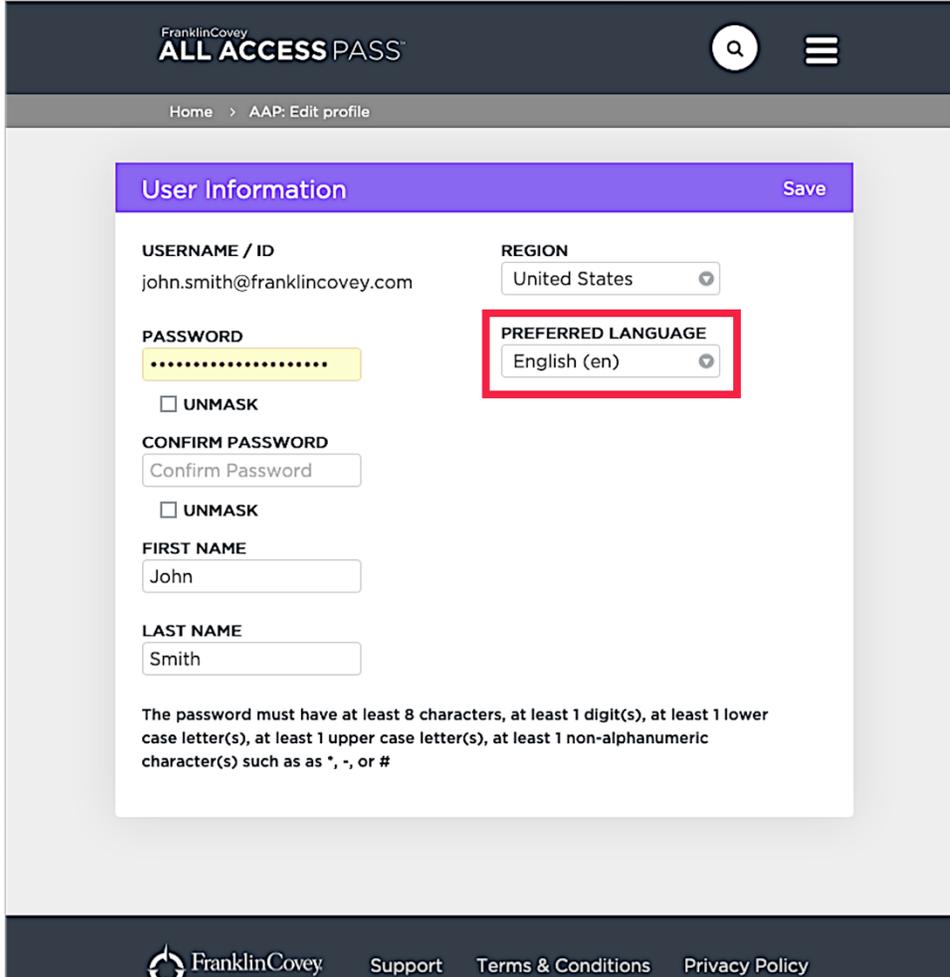
USERNAME / ID john.smith@franklincovey.com	REGION United States
PASSWORD *****	PREFERRED LANGUAGE English (en)
FIRST NAME John	
LAST NAME Smith	

FranklinCovey THE ULTIMATE COMPETITIVE ADVANTAGE | [Support](#) | [Terms & Conditions](#) | [Privacy Policy](#)

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Choosing Your Preferred Language

You can choose your preferred language by using the dropdown menu.



The screenshot shows the 'User Information' section of the FranklinCovey 'ALL ACCESS PASS' user profile. The page has a dark header with the FranklinCovey logo and 'ALL ACCESS PASS' text, a search icon, and a menu icon. Below the header is a breadcrumb trail: 'Home > AAP: Edit profile'. The main content area is a white form with a purple header 'User Information' and a 'Save' button. The form contains several fields: 'USERNAME / ID' (john.smith@franklincovey.com), 'REGION' (United States), 'PASSWORD' (masked with dots), 'CONFIRM PASSWORD' (Confirm Password), 'FIRST NAME' (John), and 'LAST NAME' (Smith). The 'PREFERRED LANGUAGE' dropdown menu is highlighted with a red box and shows 'English (en)'. Below the form, there is a password requirement note: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #'. The footer contains the FranklinCovey logo and links for 'Support', 'Terms & Conditions', and 'Privacy Policy'.

When you have finished making changes to your profile, click Save.

Changing Your Password

To change your password, type your new password into the Password box. Type the same password into the Confirm Password box.

Tip: If you check the Unmask radio button, the password will not be hidden. Use this box to make sure that your new password is the same in both boxes.

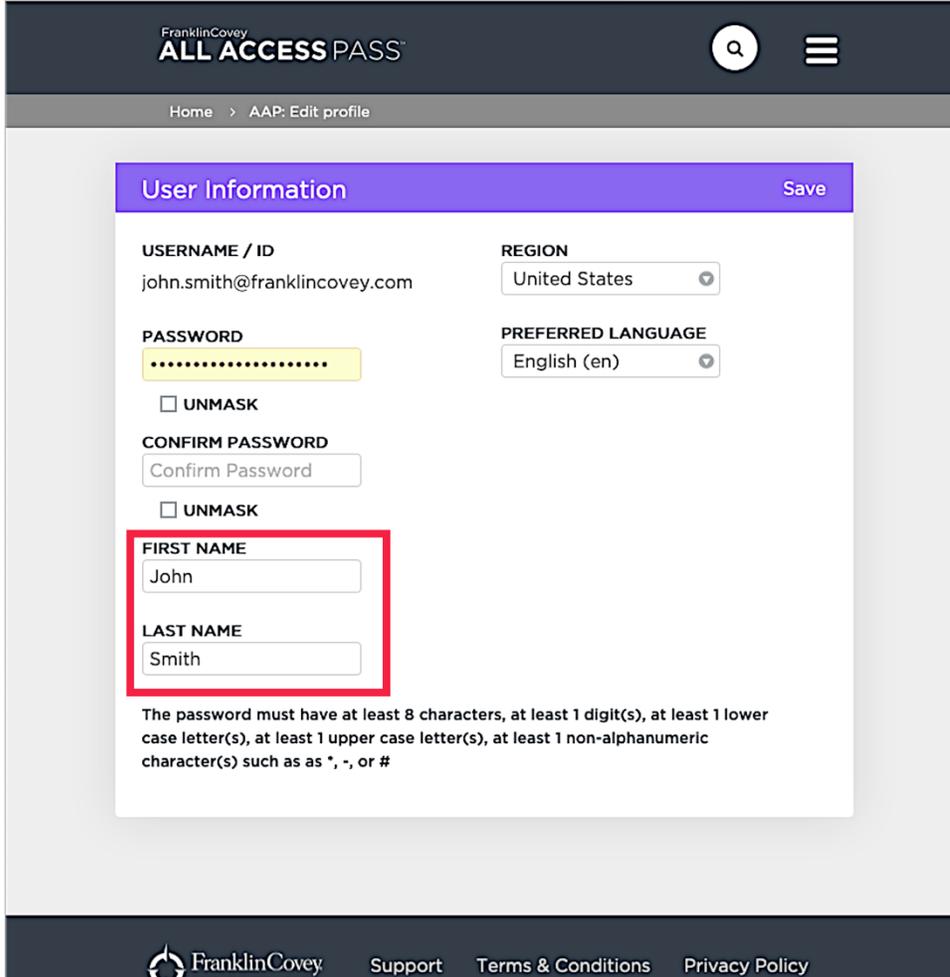
Note: When choosing a new password, remember that the password must have at least eight characters, at least one digit, at least one lower case letter, at least one upper case letter, and at least one non-alphanumeric character (such as *, -, or #).

The screenshot shows the 'User Information' section of the FranklinCovey 'ALL ACCESS PASS' user profile edit page. The page has a dark header with the FranklinCovey logo and 'ALL ACCESS PASS' text. Below the header, there is a breadcrumb trail: 'Home > AAP: Edit profile'. The main content area is titled 'User Information' and has a 'Save' button in the top right corner. The 'PASSWORD' and 'CONFIRM PASSWORD' fields are highlighted with a red box. The 'UNMASK' checkboxes are also visible. The 'FIRST NAME' field contains 'John' and the 'LAST NAME' field contains 'Smith'. The 'REGION' dropdown menu is set to 'United States' and the 'PREFERRED LANGUAGE' dropdown menu is set to 'English (en)'. A password requirement note is displayed at the bottom of the form: 'The password must have at least 8 characters, at least 1 digit, at least 1 lower case letter, at least 1 upper case letter, and at least 1 non-alphanumeric character such as *, -, or #'. The footer contains the FranklinCovey logo and links for 'Support', 'Terms & Conditions', and 'Privacy Policy'.

When you have finished making changes to your profile, click Save.

Changing Your Name

Use the First Name and Last Name boxes to make changes to the name associated with your account.



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ALL ACCESS PASS

Home > AAP: Edit profile

User Information Save

USERNAME / ID
john.smith@franklincovey.com

REGION
United States

PASSWORD
.....

UNMASK

CONFIRM PASSWORD
Confirm Password

UNMASK

FIRST NAME
John

LAST NAME
Smith

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

FranklinCovey | Support | Terms & Conditions | Privacy Policy

When you have finished making changes to your profile, click Save.

Finding Content

Content Assigned to You

Any learning module that has been assigned to you by your Administrator will be prominently displayed on the home page of the All Access Pass site. You can see the title of the module, as well as your progress in each one.

The screenshot shows the FranklinCovey All Access Pass website. At the top, there is a navigation bar with the FranklinCovey logo and 'ALL ACCESS PASS' text, along with search and menu icons. Below the navigation bar is a hero section with the text 'Unleash your greatness' and 'Build skills and life-changing habits with our world-class learning solutions'. A red box highlights the 'Assigned' section, which contains a list of learning modules with their progress status. Below this is an 'Explore Solutions' section with a call to action and two category links: 'INDIVIDUAL EFFECTIVENESS' and 'LEADERSHIP'.

Assigned	
These learning modules have been selected for you by your administrator. Complete them in the order as listed.	
<u>Unconscious Bias Part 1: Identify Bias (2.0)</u>	<input type="radio"/> Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	<input checked="" type="radio"/> In progress
Credibility	<input checked="" type="radio"/> Completed
All of Us	<input checked="" type="radio"/> Completed

Explore Solutions

Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.

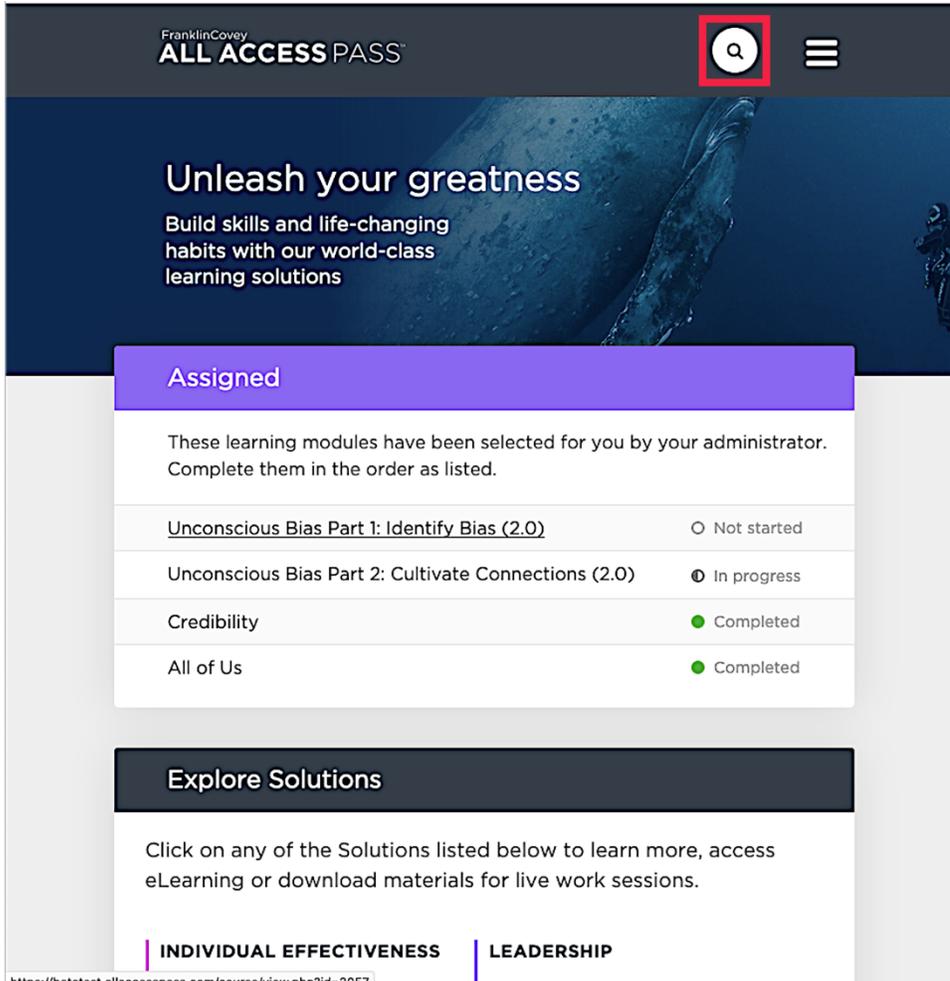
INDIVIDUAL EFFECTIVENESS | **LEADERSHIP**

<https://datatxt.allaccesspass.com/courses/iaa.php?4-20E7>

Searching and Browsing for Content

To find content that has not been assigned to you, you have two options.

1. You can use the search tool. Click on the search icon to expand the search bar. Then type the name of the content you want to find, and press <enter>.



The screenshot shows the FranklinCovey ALL ACCESS PASS interface. At the top, there is a dark navigation bar with the FranklinCovey logo and the text "ALL ACCESS PASS". A search icon (magnifying glass) is highlighted with a red square, and a hamburger menu icon is visible to its right. Below the navigation bar is a hero section with a blue background and the text "Unleash your greatness" and "Build skills and life-changing habits with our world-class learning solutions".

The main content area is divided into two sections:

- Assigned:** A purple header section containing a message: "These learning modules have been selected for you by your administrator. Complete them in the order as listed." Below this is a table of assigned modules:

Module Name	Status
<u>Unconscious Bias Part 1: Identify Bias (2.0)</u>	<input type="radio"/> Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	<input checked="" type="radio"/> In progress
Credibility	<input checked="" type="radio"/> Completed
All of Us	<input checked="" type="radio"/> Completed

- Explore Solutions:** A dark header section containing the text: "Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions." Below this are two category links: **INDIVIDUAL EFFECTIVENESS** and **LEADERSHIP**.

<https://beta.test.allaccesspass.com/courses/view.php?id=2057>

2. You can also explore on your own. On the home page, scroll down until you see the Explore Solutions box. This box contains links to learning modules organized by solution.

Explore Solutions

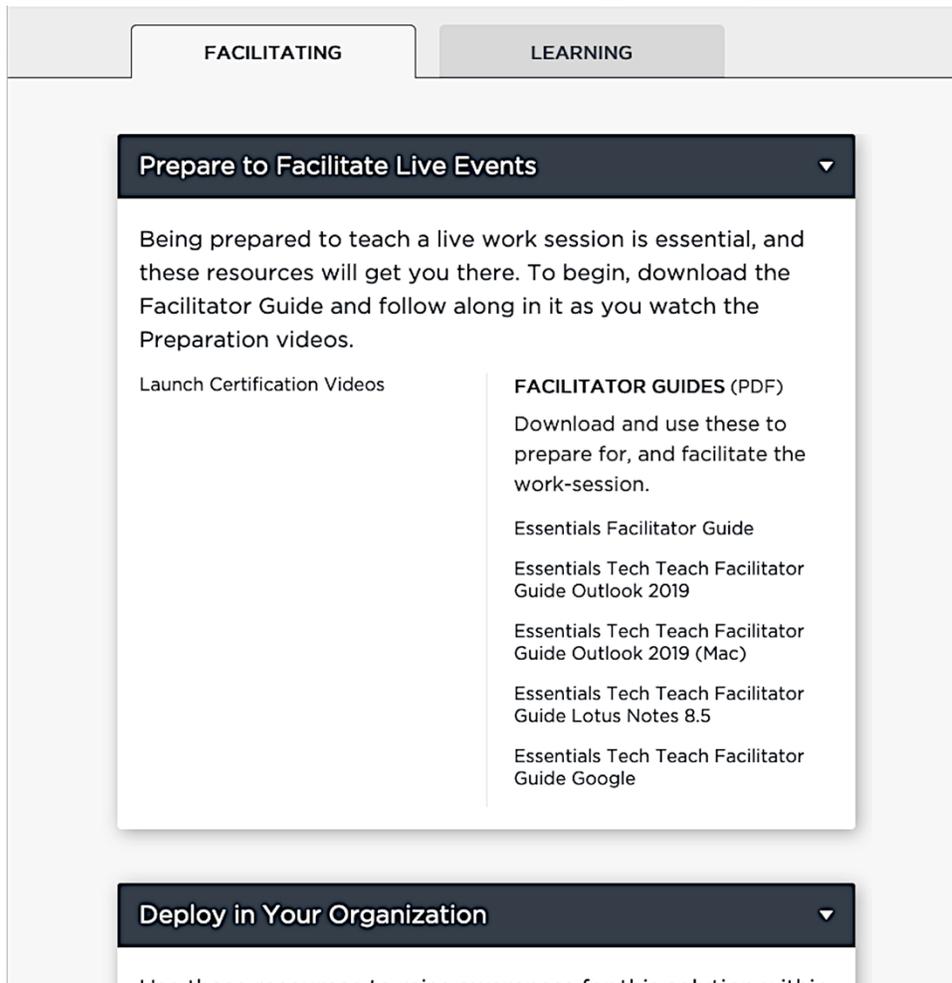
Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.

<p>INDIVIDUAL EFFECTIVENESS</p> <ul style="list-style-type: none"> The 5 Choices to Extraordinary Productivity The 7 Habits of Highly Effective People: Foundations The 7 Habits of Highly Effective People: Signature Edition 4.0 Get Better: 15 Proven Practices to Build Effective Relationships at Work Presentation Advantage Project Management Essentials for the Unofficial Project Manager Speed of Trust Foundations Unconscious Bias: Understanding Bias to Unleash Potential <p>EXECUTION</p> <ul style="list-style-type: none"> The 4 Disciplines of Execution Operating System (4DX OS) <p>CUSTOMER LOYALTY</p> <ul style="list-style-type: none"> Leading Customer Loyalty 	<p>LEADERSHIP</p> <ul style="list-style-type: none"> The 4 Essential Roles of Leadership The 6 Critical Practices For Leading a Team The 7 Habits for Managers The 7 Habits Leader Implementation Find Out Why: The Key To Successful Innovation Leading at the Speed of Trust <p>SALES</p> <ul style="list-style-type: none"> Helping Clients Succeed: Filling Your Pipeline Helping Clients Succeed: Qualifying Opportunities Helping Clients Succeed: Closing the Sale
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Each solution page provides links to any downloadable materials, E-learning, or tools that are available for that solution.

As a Facilitator, the Facilitating tab provides resources to:

- **Prepare to Facilitate Live Events.** You can watch certification videos and access materials to follow along in as you prepare.
- **Deploy in Your Organization.** Access materials that will help you raise awareness for a solution within your organization.
- **Present Live Events.** Access all the materials, such as videos, participant guides, tools, and PowerPoint files that you can use when presenting.
- **Download Hi-Res Print Files** (if available). Download versions of the facilitator and learner materials formatted for professional printing.



The screenshot shows a web interface with two tabs: 'FACILITATING' (active) and 'LEARNING' (inactive). Under the 'FACILITATING' tab, there are two expandable sections. The first section, 'Prepare to Facilitate Live Events', is expanded and contains the following text: 'Being prepared to teach a live work session is essential, and these resources will get you there. To begin, download the Facilitator Guide and follow along in it as you watch the Preparation videos.' Below this text is a link 'Launch Certification Videos'. To the right of this link is a list of 'FACILITATOR GUIDES (PDF)' with the following items: 'Download and use these to prepare for, and facilitate the work-session.', 'Essentials Facilitator Guide', 'Essentials Tech Teach Facilitator Guide Outlook 2019', 'Essentials Tech Teach Facilitator Guide Outlook 2019 (Mac)', 'Essentials Tech Teach Facilitator Guide Lotus Notes 8.5', and 'Essentials Tech Teach Facilitator Guide Google'. The second section, 'Deploy in Your Organization', is partially visible at the bottom of the screenshot with the text 'Use these resources to raise awareness for this solution within'.

You also have access to all of the participant materials that your learners can access. This content is organized under the Learning tab.

FACILITATING
LEARNING

Download Materials for Live Work Sessions

Below you will find the digital versions of the participant materials for the live in-person or webinar session. If instructed to do so, please download to use in your session.

Participant Guide (Form-Fillable)	Tech Guide Outlook 2019 (Mac)
2-Day Tech Guide Outlook 2016	Tech Guide Outlook 2013
Tech Guide Outlook 2019 (Mac)	2-day Tech Guide Outlook 2011 (Mac)
2-Day Tech Guide Google	Essentials Tech Guide Lotus Notes 7 and 8.5

Access eLearning and Tools

<p>EXCELERATORS (30-60 min.)</p> <p>Complete these mini-courses to learn the foundational principles.</p> <p>The 5 Choices - Foundation: Become Extraordinary (2.0)</p> <p>The 5 Choices - Choice 1: Act on the Important, Don't React to the</p>	<p>INSIGHTS (Less than 15 min.)</p> <p>Extend your learning with these short eLearning modules.</p> <p>Buried Alive</p> <p>The 5 Choices</p> <p>Brain Attack!</p>
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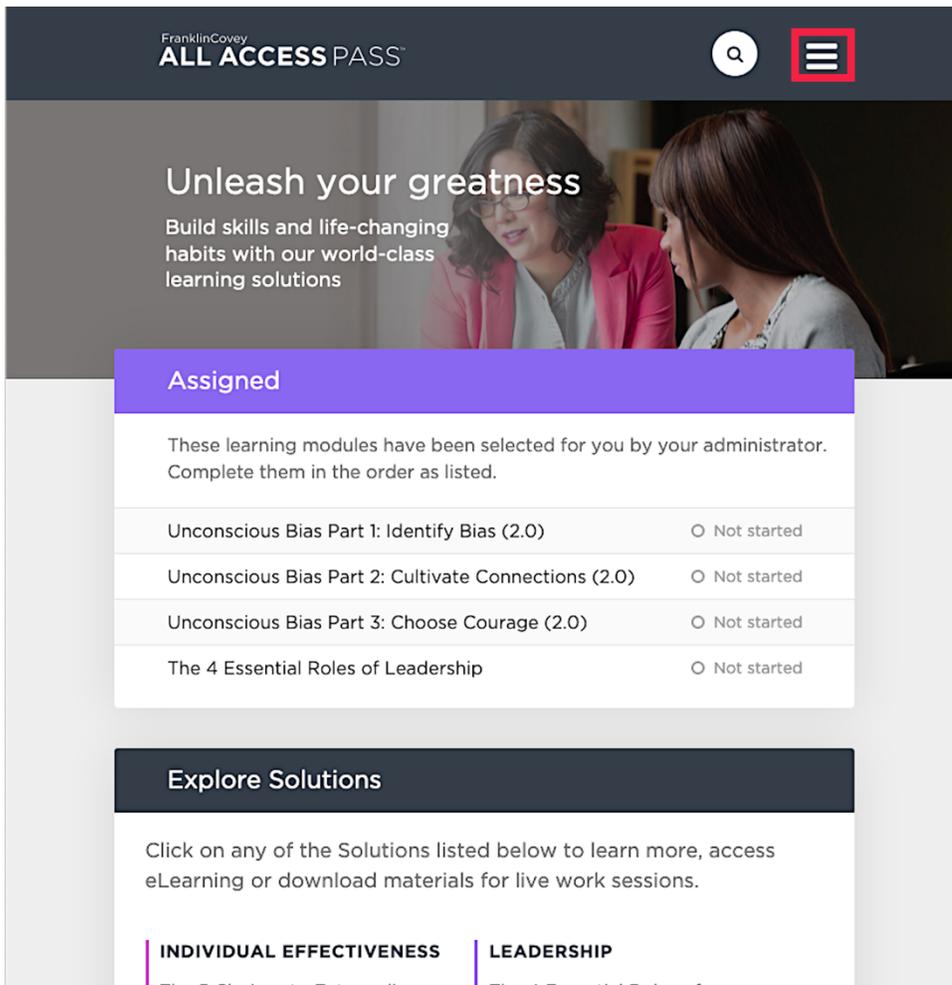
Completed Learning

You can access all of your completed content by visiting the Completed Learning page. There, modules and content that you have completed will be grouped by solution.

Note: If a module or piece of content is part of multiple solutions, you will see it listed under each solution on the Completed Learning page.

Viewing Your Completed Learning

Start by opening the menu by clicking the button in the upper-right of any page.



The screenshot shows the FranklinCovey ALL ACCESS PASS user interface. At the top, there is a search icon and a menu icon. Below the navigation bar is a hero section with the text "Unleash your greatness" and "Build skills and life-changing habits with our world-class learning solutions". The main content area is divided into two sections: "Assigned" and "Explore Solutions".

Assigned

These learning modules have been selected for you by your administrator. Complete them in the order as listed.

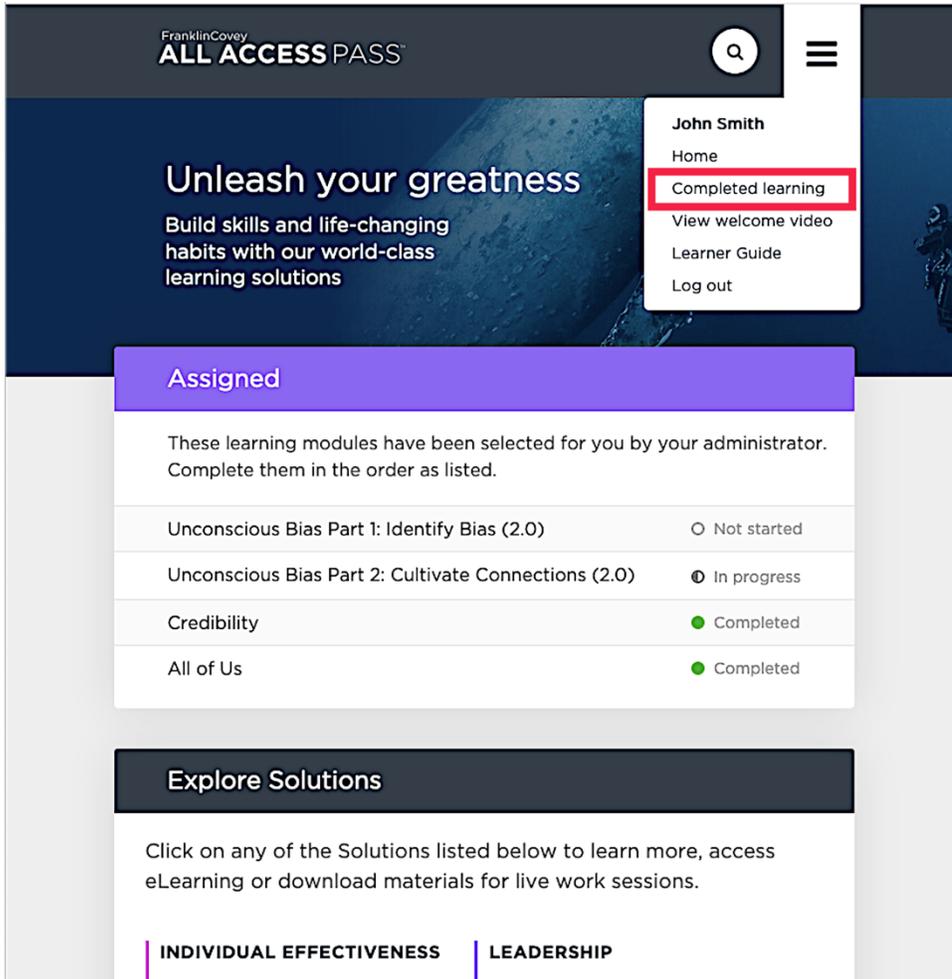
Unconscious Bias Part 1: Identify Bias (2.0)	<input type="radio"/> Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	<input type="radio"/> Not started
Unconscious Bias Part 3: Choose Courage (2.0)	<input type="radio"/> Not started
The 4 Essential Roles of Leadership	<input type="radio"/> Not started

Explore Solutions

Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.

INDIVIDUAL EFFECTIVENESS | **LEADERSHIP**

When the menu appears, click on Completed Learning.



FranklinCovey
ALL ACCESS PASS

Unleash your greatness
Build skills and life-changing habits with our world-class learning solutions

John Smith
Home
Completed learning
View welcome video
Learner Guide
Log out

Assigned

These learning modules have been selected for you by your administrator. Complete them in the order as listed.

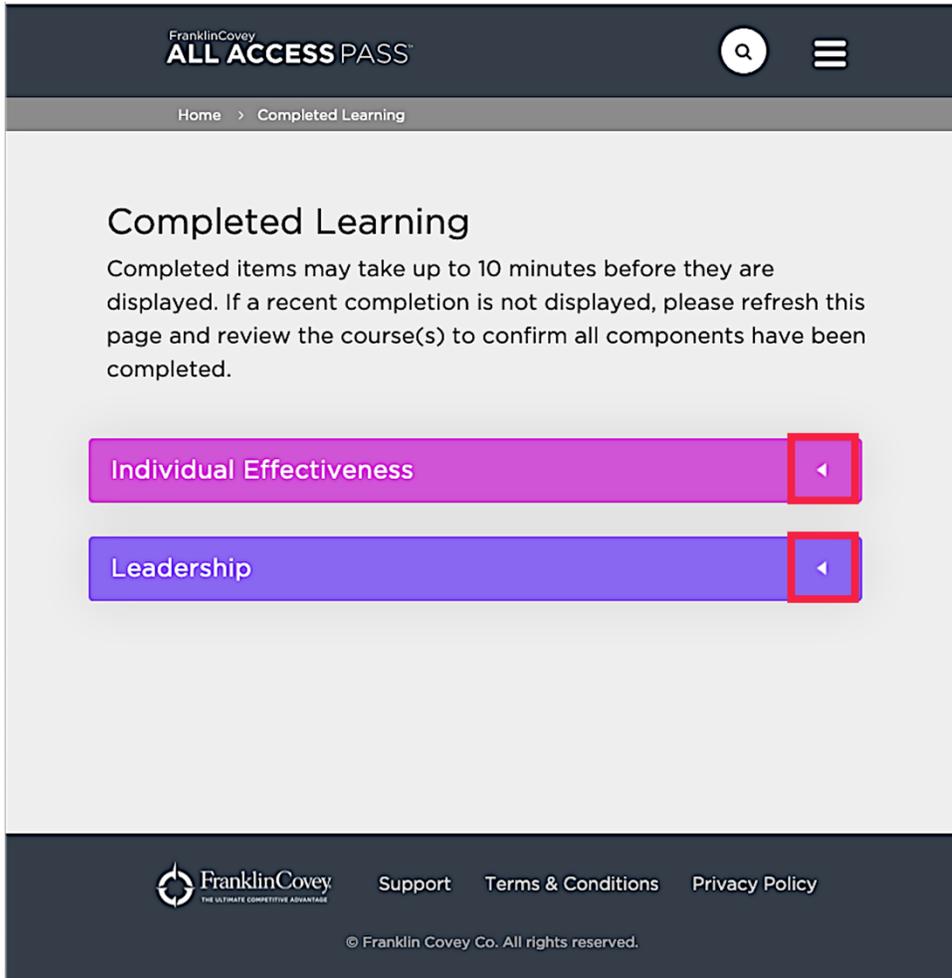
Unconscious Bias Part 1: Identify Bias (2.0)	○ Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	◐ In progress
Credibility	● Completed
All of Us	● Completed

Explore Solutions

Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.

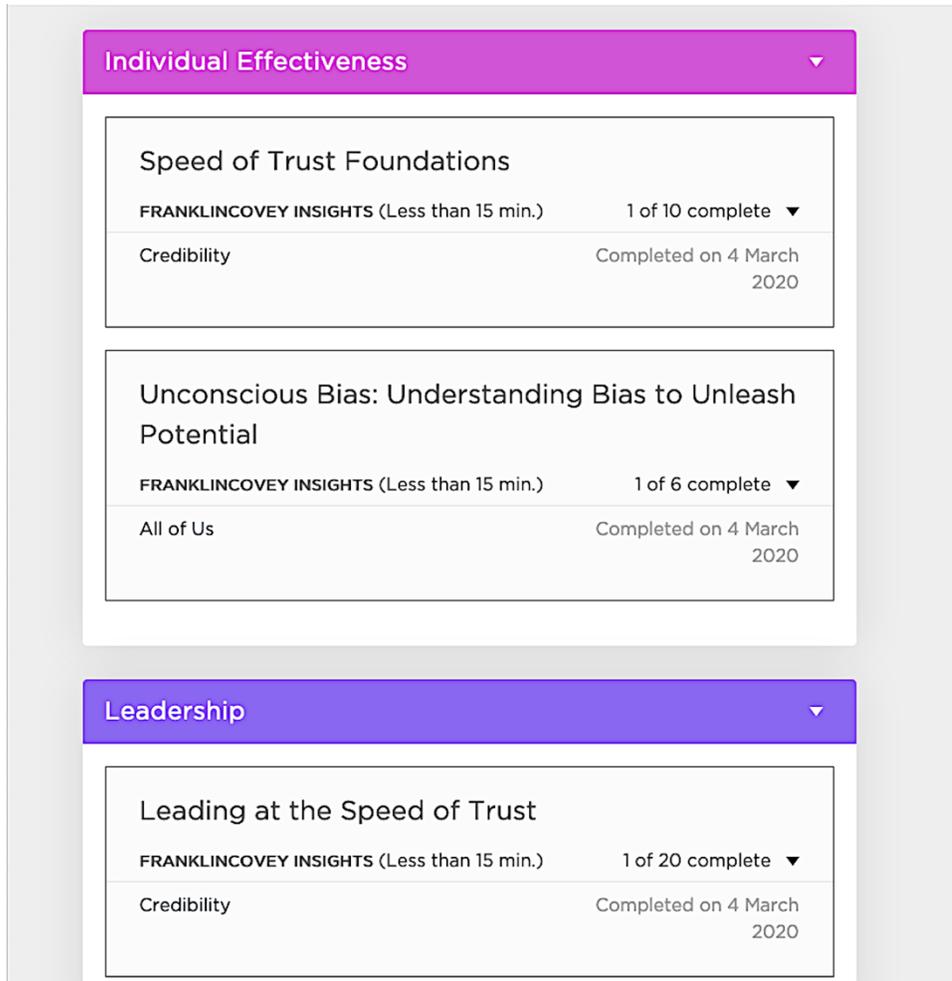
INDIVIDUAL EFFECTIVENESS | **LEADERSHIP**

You will see one or more solution names. Click the triangular expansion button on the right to expand each solution and see the list of completed learning for that solution.



The screenshot shows the FranklinCovey ALL ACCESS PASS interface. At the top, there is a dark header with the FranklinCovey logo and 'ALL ACCESS PASS' text, along with a search icon and a menu icon. Below the header is a breadcrumb trail: 'Home > Completed Learning'. The main content area is titled 'Completed Learning' and contains a paragraph: 'Completed items may take up to 10 minutes before they are displayed. If a recent completion is not displayed, please refresh this page and review the course(s) to confirm all components have been completed.' Below this text are two horizontal bars representing learning solutions. The first bar is pink and labeled 'Individual Effectiveness', and the second bar is purple and labeled 'Leadership'. Both bars have a small white triangle pointing left on their right side, which is highlighted with a red square. At the bottom of the page, there is a dark footer containing the FranklinCovey logo, 'Support', 'Terms & Conditions', 'Privacy Policy', and a copyright notice: '© Franklin Covey Co. All rights reserved.'

When expanded, you will see all of the completed content and the date on which each one was completed.



The screenshot displays a dashboard with two main sections: 'Individual Effectiveness' (purple header) and 'Leadership' (blue header). Each section contains a list of completed content items with their titles, durations, completion counts, and dates.

Category	Content Title	Duration	Completion Count	Completion Date
Individual Effectiveness	Speed of Trust Foundations	FRANKLINCOVEY INSIGHTS (Less than 15 min.)	1 of 10 complete	
	Credibility			Completed on 4 March 2020
Individual Effectiveness	Unconscious Bias: Understanding Bias to Unleash Potential	FRANKLINCOVEY INSIGHTS (Less than 15 min.)	1 of 6 complete	
	All of Us			Completed on 4 March 2020
Leadership	Leading at the Speed of Trust	FRANKLINCOVEY INSIGHTS (Less than 15 min.)	1 of 20 complete	
	Credibility			Completed on 4 March 2020