FranklinCovey
ALL ACCESS PASS®

Facilitator Guide
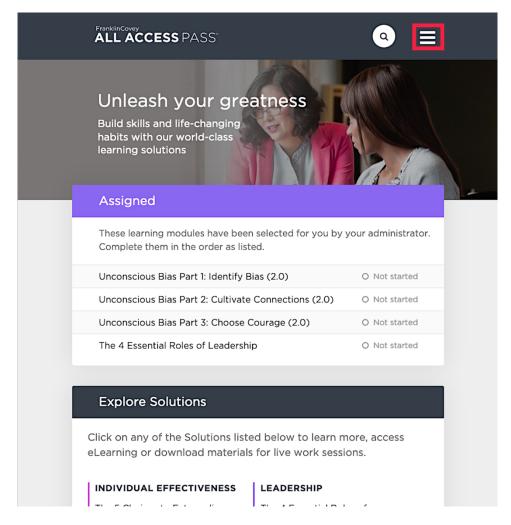for All Access Pass Portal 2.2

Table of Contents

Changing Your User Information

The User Profile page allows you to change your user information. On this page, you can change the following:
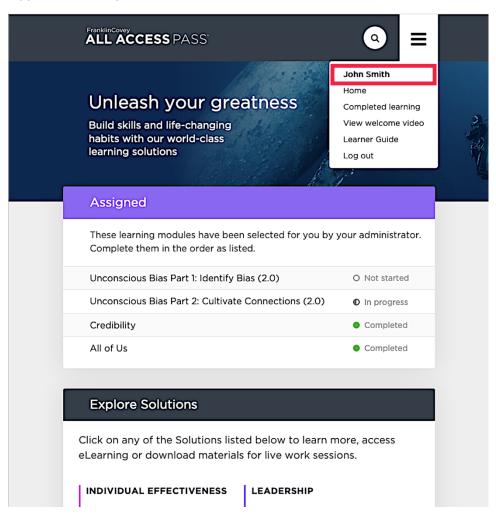
- Preferred Language
- Password
- First and Last Name
- Region

To access the User Profile page, start by opening the menu by clicking the button in the upper-right of any page.
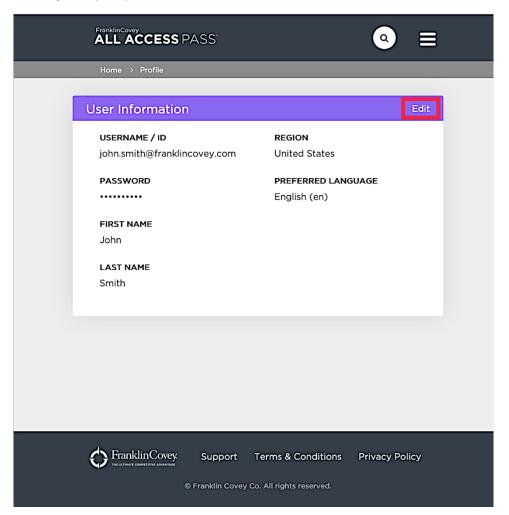
When the menu appears, click on your name.

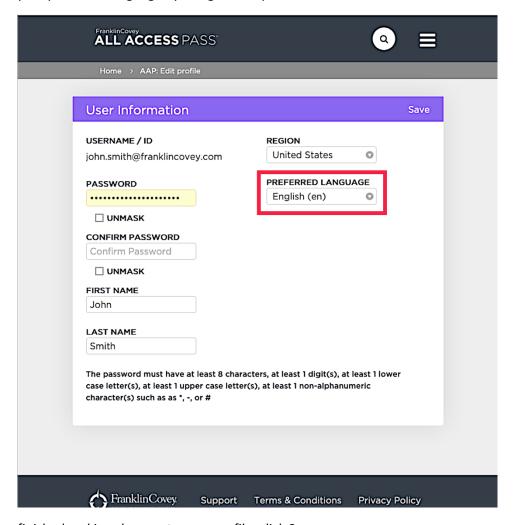![FranklinCovey - THE ULTIMATE COMPETITIVE ADVANTAGE]

Click Edit to make changes to your profile.

Choosing Your Preferred Language

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

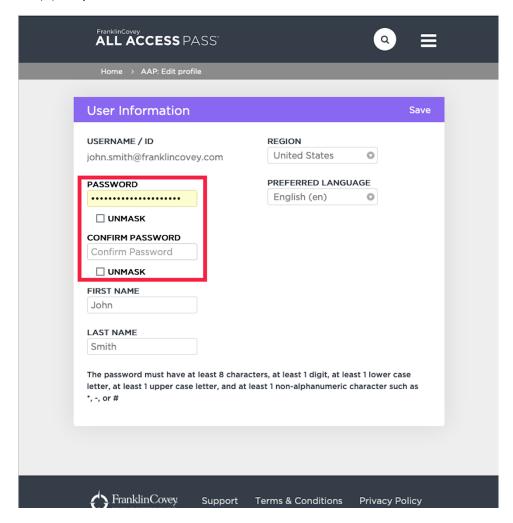When you have finished making changes to your profile, click Save.

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 #).
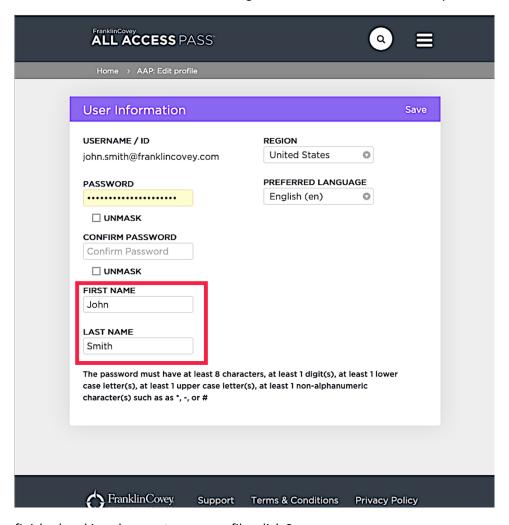

When you have finished making changes to your profile, click Save.

Changing Your Name

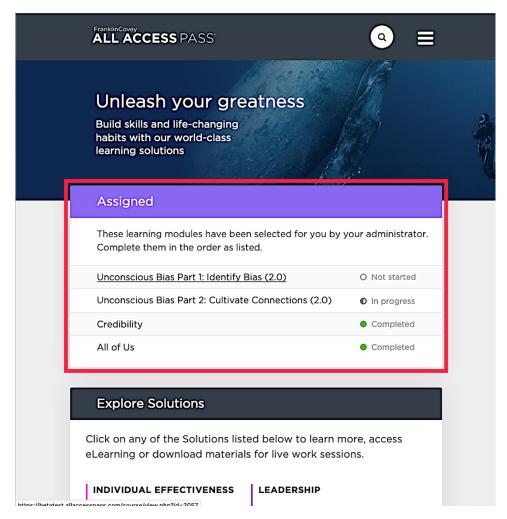Use the First Name and Last Name boxes to make changes to the name associated with your account.

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

![FranklinCovey logo — THE ULTIMATE COMPETITIVE ADVANTAGE]

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.
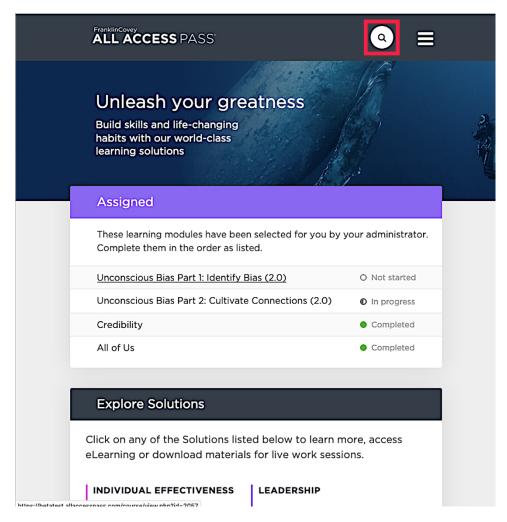
Searching and Browsing for Content

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>.

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.
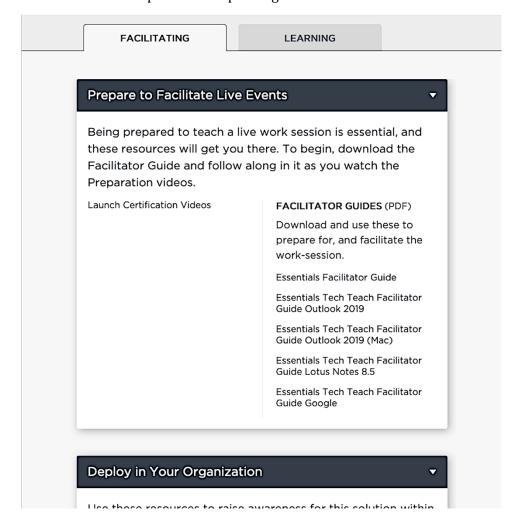
Explore Solutions

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

INDIVIDUAL EFFECTIVENESS

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

EXECUTION

The 4 Disciplines of Execution Operating System (4DX OS)

CUSTOMER LOYALTY

Leading Customer Loyalty

LEADERSHIP

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

SALES

Helping Clients Succeed: Filling Your Pipeline

Helping Clients Succeed: Qualifying Opportunities

Helping Clients Succeed: Closing the Sale

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.

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

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.

When the menu appears, click on Completed Learning.

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.

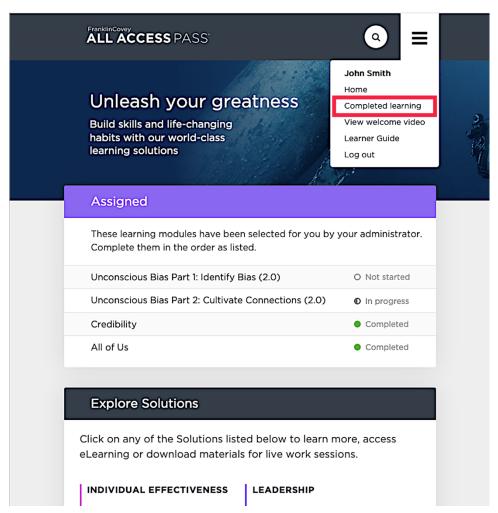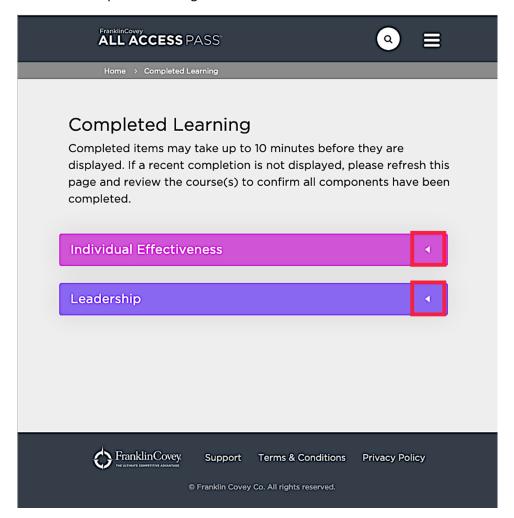When expanded, you will see all of the completed content and the date on which each one was completed.

Individual Effectiveness ▼

Speed of Trust Foundations

FRANKLINCOVEY INSIGHTS (Less than 15 min.)   1 of 10 complete ▼

Credibility   Completed on 4 March
                                                                 2020

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