

FranklinCovey
ALL ACCESS PASSSM

About the All Access Pass Portal (AAP):

This is where your journey to become a Super User begins. You can complete self-paced eLearning modules with hundreds of award-winning videos and dozens of actionable tools!

How to access your VISN specific Portal?

We invite you to visit and bookmark the [VHA AAP Information Page](#). This page was designed specifically for the Veteran's Health Administration. You will be able to access your VISN specific portal, find tutorial videos and additional resources to help you get started.

Haven't logged into the All Access Pass Portal yet?

1. Go to your VISN specific portal address.
2. Simply enter your va.gov email address on the login page and enter your password.
3. If you have not logged in, or have forgotten your password, click 'Forgot Your Password?'
4. If you have an account within the AAP, you will receive a reset password email. Please check your spam and junk email folders.
5. If you are still not able to log into the Portal, please contact the dedicated VHA Care Team to assist you vacare@franklincovey.com.
6. Please provide your name, email, VISN and facility name in the email to VA Care.



Super User Guide

Leading Self

What is a Super User?

A super-user is defined as any individual employee who has completed 20 or more eLearning modules in the All Access Pass Portal.

About this Guide:

Tier One includes specific eLearning modules chosen from three content areas.

1. *The 7 Habits of Highly Effective People Signature Edition 4.0®*
2. *The 5 Choices® of Extraordinary Productivity*
3. *Leading Customer Loyalty™*

Accessing eLearning modules – Page 2:

To successfully link to the eLearning modules, you are required to be logged into the AAP Portal.

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THE 7 HABITS of Highly Effective People®

SIGNATURE EDITION 4.0

- Empowers individuals to influence, engage, and renew their capabilities for personal effectiveness.
- Most useful for organizations/individuals who want to increase emotional intelligence, interpersonal communication and teamwork

5-30-minute eLearning modules

- [Carry Your Own Weather](#) (10 min.)
- [See-Speak-Behave](#) (5 min.)
- [Green and Clean](#) (7 min.)
- [The 7 Habits - Habit 4: Think Win-Win](#) (30 min.)
- [Blind Spots](#) (9 min.)
- [The 7 Habits - Habit 5: Seek First to Understand, Then to Be Understood](#) (30 min.)
- [Western Digital](#) (8 min.)
- [Landfill Harmonic](#) (7 min.)

THE 5 CHOICES® to extraordinary productivity

- Helps learners master time, decision, and energy management in order to achieve extraordinary productivity.
- Most valuable for learners who need to make more selective, high-impact choices about where to invest their valuable time, attention and energy

7-30-minute eLearning modules

- [The Big Rocks – The 5 Choices](#) (7 min.)
- [Brain-Care Basics](#) (15 min.)
- [The 5 Choices - Choice 3: Schedule The Big Rocks, Don't Sort Gravel](#) (30 min.)
- [The 5 Choices - Choice 4: Rule Your Technology, Don't Let it Rule You](#) (30 min.)
- [The 5 Choices - Choice 5: Fuel Your Fire, Don't Burn Out](#) (30 min.)



- Helps leaders increase employee engagement and provides tools and processes to continuously improve customer experiences.
- Most valuable for organizations that seek to create a culture of loyalty with employees and customers.

30-minute eLearning modules

- [Huddle 1: Leading Loyalty](#)
- [Huddle 2: Empathy](#)
- [Huddle 3: Make a Human Connection](#)
- [Huddle 4: Listen to Learn](#)
- [Huddle 5: Responsibility](#)
- [Huddle 6: Discover the Real Job to be Done](#)
- [Huddle 7: Follow-Up to Strengthen the Relationship](#)
- [Huddle 8: Generosity](#)
- [Huddle 9: Share Insights Openly](#)
- [Huddle 10: Surprise With Unexpected Extras](#)
- [Huddle 11: Your Loyalty Legacy](#)