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**FranklinCovey**
# ALL ACCESS PASS

**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](mailto:vacare@franklincovey.com).
6. Please provide your name, email, VISN and facility name in the email to VA Care.

# Super User Guide
## Team Leader

**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 Two includes specific eLearning modules chosen from three content areas.
1. *The 6 Critical Practices of Leading a Team™*
2. *Project Management for the Unofficial Project Manager™*
3. *Unconscious Bias™*

**Accessing eLearning modules – Page 2:**
To successfully link to the eLearning modules, you are required to be logged into the AAP Portal.

## THE 6 CRITICAL PRACTICES FOR LEADING A TEAM™

- Equips leaders at every level with the essential skills and tools to get work done with and through others.
- Successfully transition new leaders from individual contributors to leaders of others; and for practical and relevant guidance on how to effectively lead and manage their teams.

**30-minute eLearning modules**

- The 6 Critical Practices - Introduction & Practice 1: Develop a Leader's Mindset
- The 6 Critical Practices - Practice 2: Hold Regular 1-on-1s
- The 6 Critical Practices - Practice 3: Set Up Your Team to Get Results
- The 6 Critical Practices - Practice 4: Create a Culture of Feedback
- The 6 Critical Practices – Practice 5: Lead Your Team Through Change
- The 6 Critical Practices – Practice 6: Manage Your Time and Energy

## PROJECT MANAGEMENT FOR THE UNOFFICIAL PROJECT MANAGER™

- Equips unofficial project managers to engage team members who may or may not report to them in a way that inspires them to volunteer their best efforts.
- Most valuable for organizations looking to utilize a consistent process to start and finish high-value projects on time and with quality.

**30-minute eLearning modules**

- Project Management Part 1: Introduction and Scope
- Project Management Part 2: Plan
- Project Management Part 3: Engage, Track & Adapt, and Close

## UNCONSCIOUS BIAS™

- Helps learners build practical skills that lets them recognize unconscious bias in action and counter its potentially harmful effects.
- Most valuable for organizations and teams looking to create a culture where everyone is respected, included and valued.

**3–7-minute eLearning modules**

- More Than You See Your Brain and Bias
- Get Better: Take Stock Of Your Emotional Bank Accounts
- Malice in Dallas: Resolve Conflict, Build a Relationship
- Get Better: Think We, Not Me Path to Synergy (Team): Embrace Differences
- Royal Ballet School: There is Plenty for Everybody
- Get Better: Examine Your Real Motives
- Get Better: Start with Humility
- Get Better: See the Tree, Not Just the Seedling

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