

FranklinCovey  
**ALL ACCESS** PASS<sup>®</sup>

**Learner Guide**  
for All Access Pass Portal 2.2

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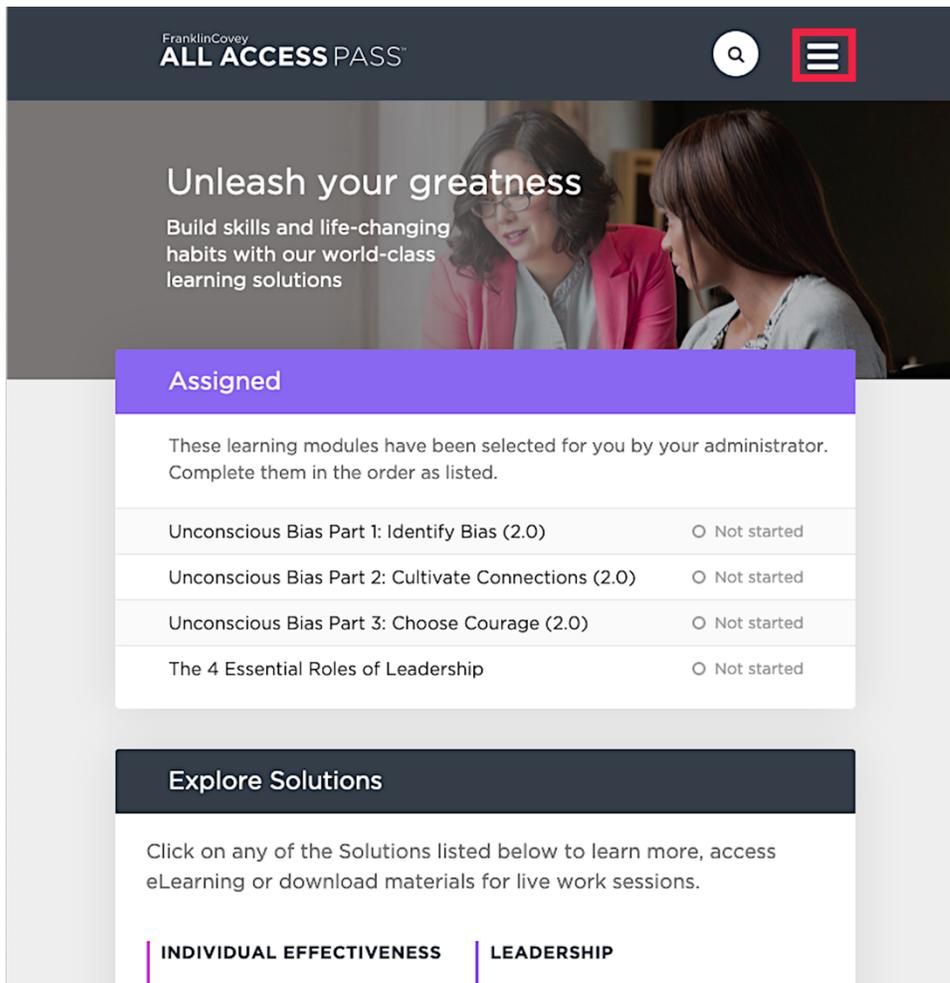
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## Changing Your User Information

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.

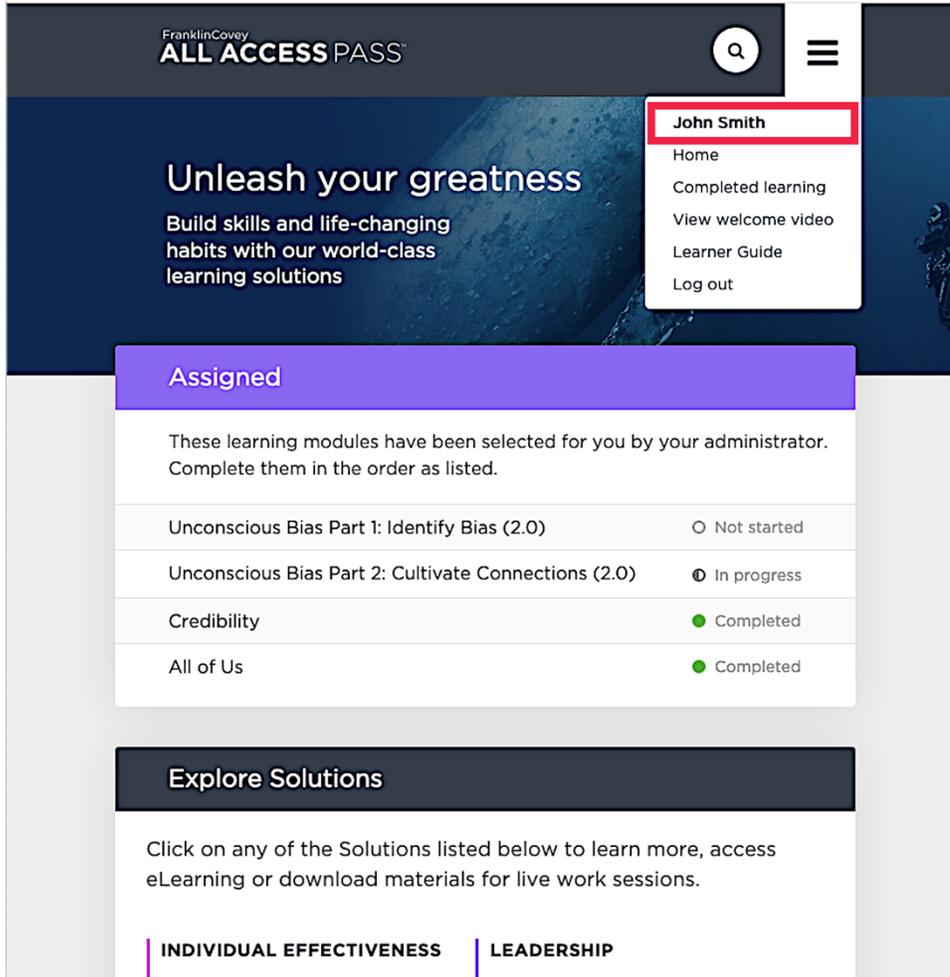


The screenshot displays the FranklinCovey ALL ACCESS PASS user interface. At the top, there is a dark header with the FranklinCovey logo and 'ALL ACCESS PASS' text on the left, a search icon in a circle in the center, and a red menu icon on the right. Below the header is a hero section with a background image of two women talking. The text reads: 'Unleash your greatness' followed by 'Build skills and life-changing habits with our world-class learning solutions'. Below this is a purple 'Assigned' section header. Underneath, a text block states: 'These learning modules have been selected for you by your administrator. Complete them in the order as listed.' This is followed by a table of four learning modules, each with a 'Not started' status indicator.

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

Below the table is a dark 'Explore Solutions' section header. Underneath, a text block says: 'Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions.' At the bottom, there are two tabs: 'INDIVIDUAL EFFECTIVENESS' (which is selected) and 'LEADERSHIP'.

When the menu appears, click on your name.



FranklinCovey  
**ALL ACCESS PASS™**

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

### 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.

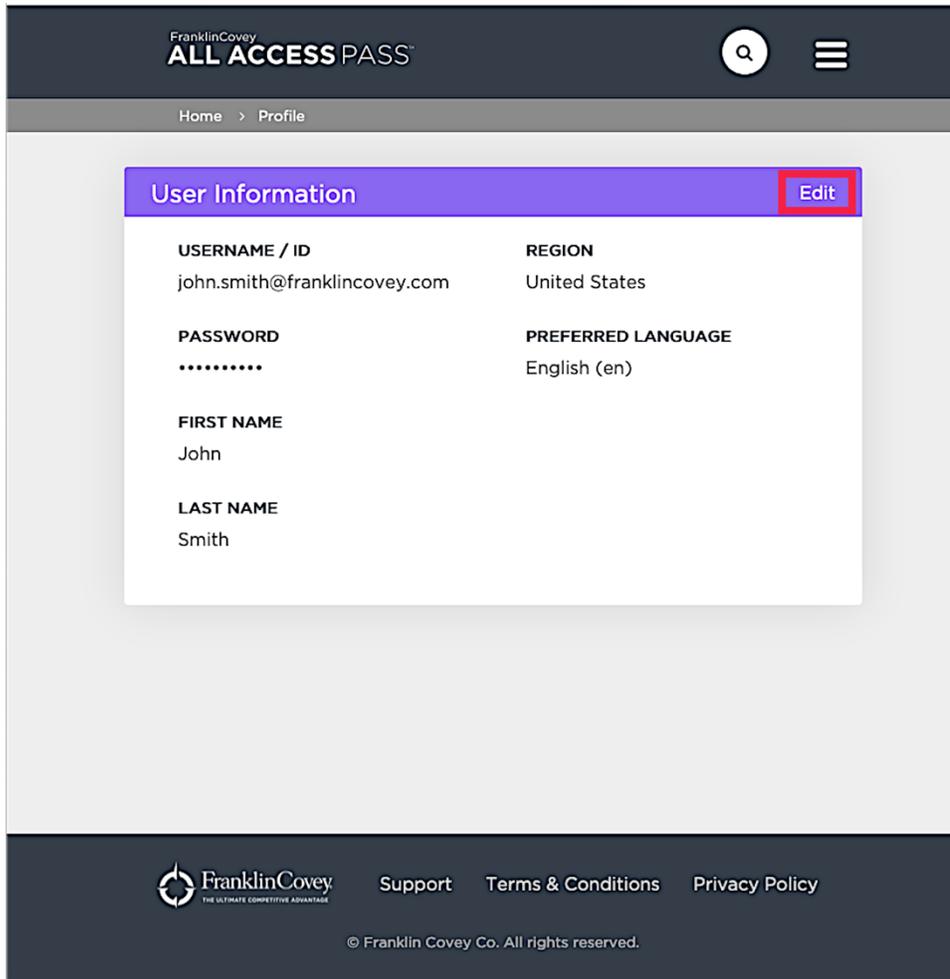
Unconscious Bias Part 1: Identify Bias (2.0)	<input type="radio"/> Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	<input checked="" type="radio"/> In progress
Credibility	<input checked="" type="radio"/> Completed
All of Us	<input checked="" type="radio"/> Completed

#### 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.



FranklinCovey  
**ALL ACCESS PASS**

Home > Profile

**User Information** [Edit](#)

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

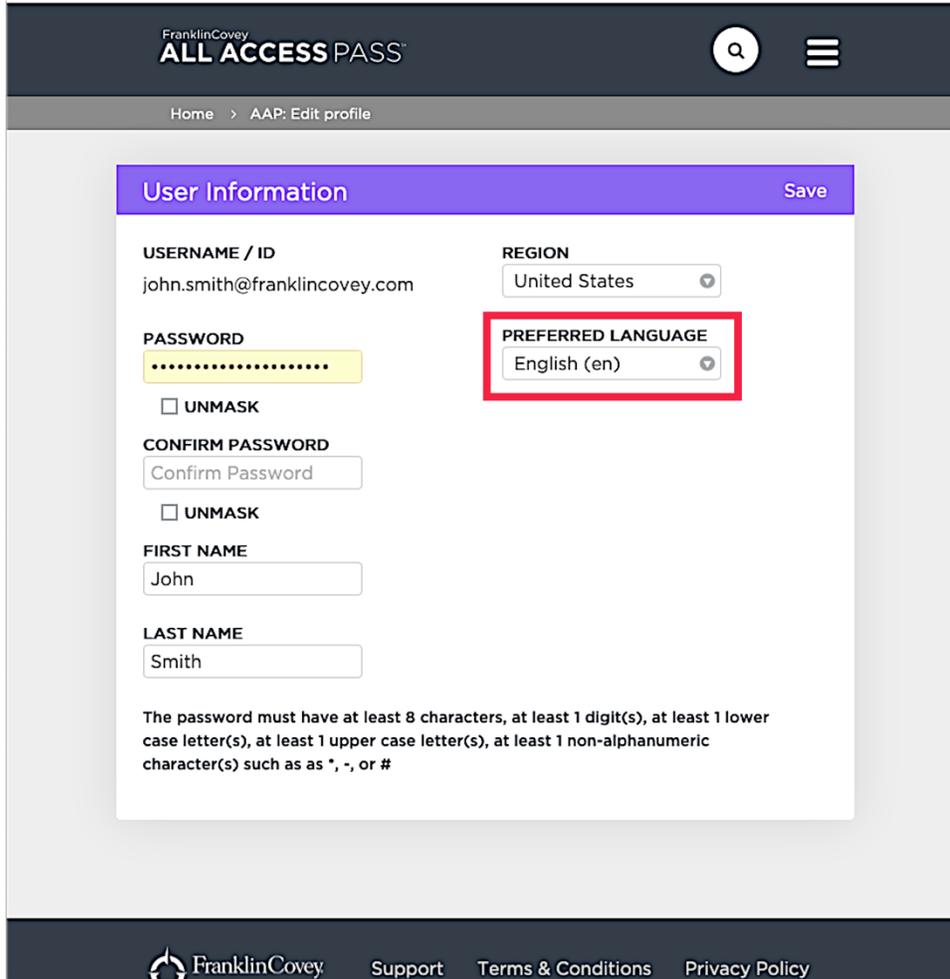
 **FranklinCovey**  
THE ULTIMATE COMPETITIVE ADVANTAGE

[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. Below the header is a breadcrumb trail: 'Home > AAP: Edit profile'. The main content area is a white card with a purple header 'User Information' and a 'Save' button. The card contains several form fields: 'USERNAME / ID' (john.smith@franklincovey.com), 'PASSWORD' (masked with dots), 'CONFIRM PASSWORD' (Confirm Password), 'FIRST NAME' (John), and 'LAST NAME' (Smith). There are also two 'UNMASK' checkboxes. On the right side, there are two dropdown menus: 'REGION' (United States) and 'PREFERRED LANGUAGE' (English (en)). The 'PREFERRED LANGUAGE' dropdown is highlighted with a red rectangular box. At the bottom of the card, 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 of the page contains the FranklinCovey logo and links for 'Support', 'Terms & Conditions', and 'Privacy Policy'.

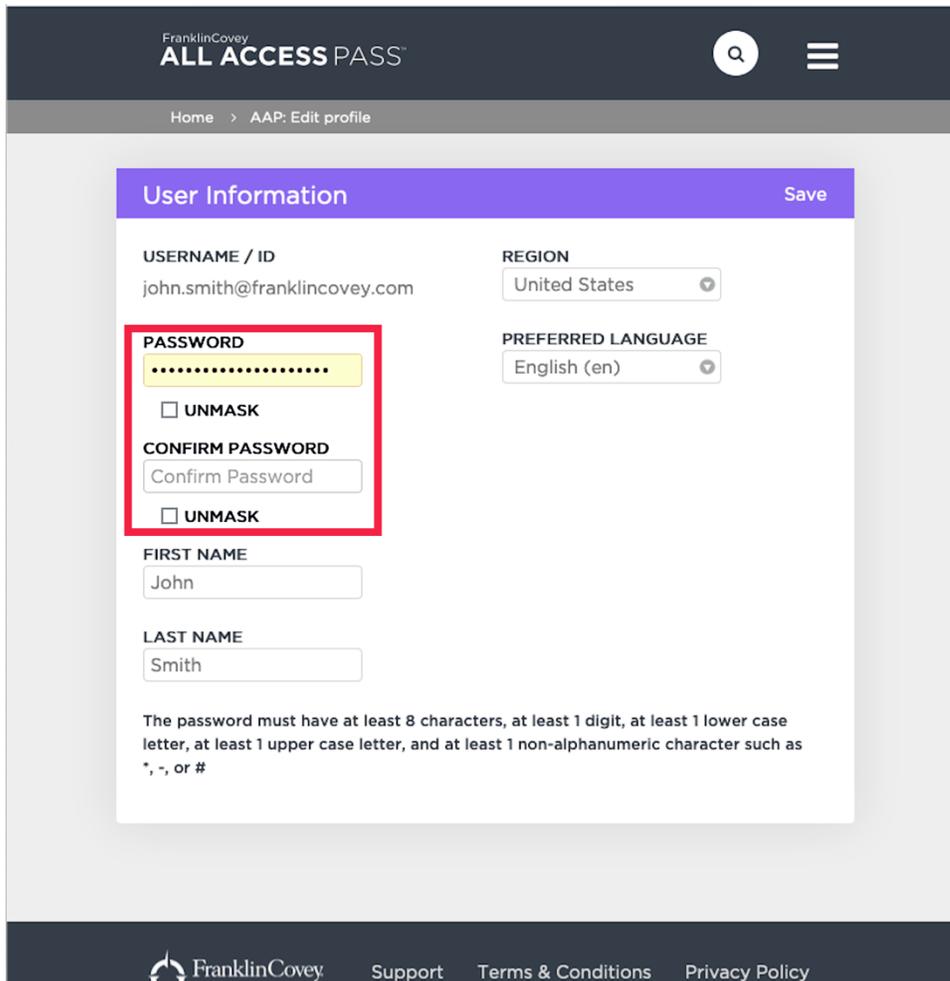
When you have finished making changes to your profile, click Save.

## 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 #).

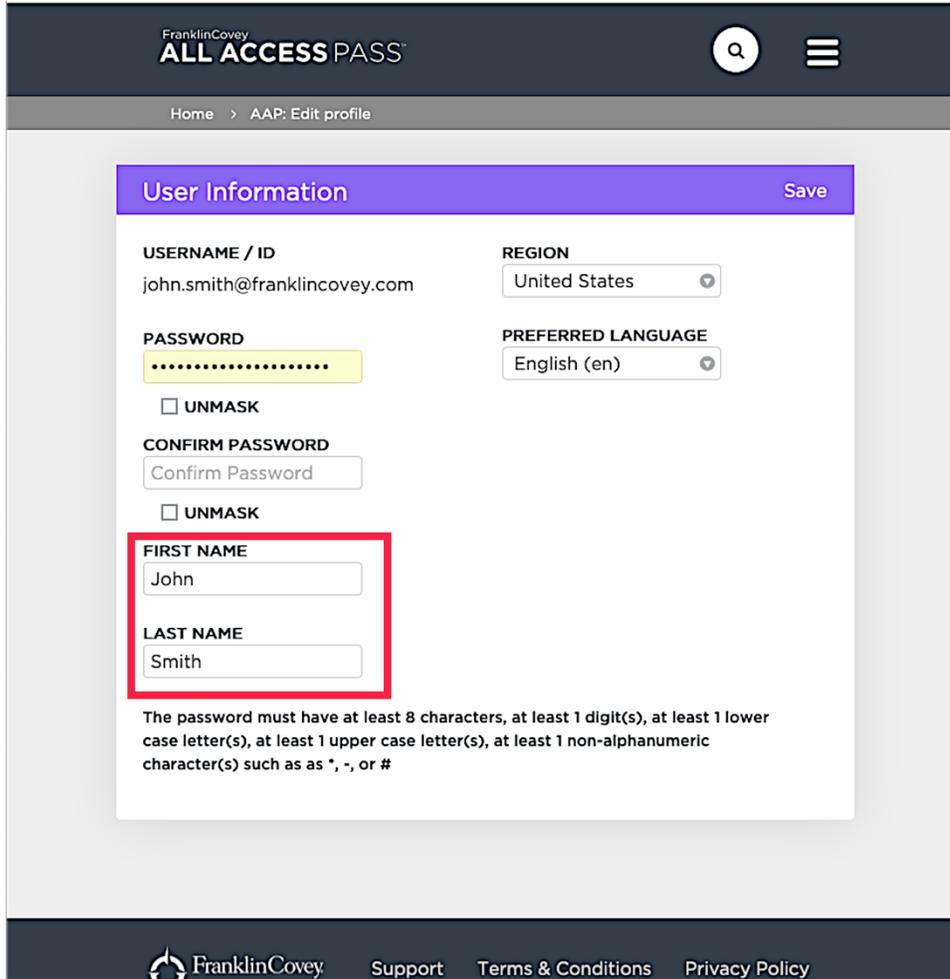


The screenshot displays the 'User Information' section of the FranklinCovey 'ALL ACCESS PASS' user profile. The page has a dark header with the FranklinCovey logo and 'ALL ACCESS PASS' text. Below the header, there is a breadcrumb trail: 'Home > AAP: Edit profile'. The main content area is titled 'User Information' and includes a 'Save' button in the top right corner. 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 'PASSWORD' and 'CONFIRM PASSWORD' fields are highlighted with a red box, and the 'UNMASK' checkbox is also visible. Below the form, there is a password requirement notice: '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 of the page includes 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.



FranklinCovey  
**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 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 the text "ALL ACCESS PASS". 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.

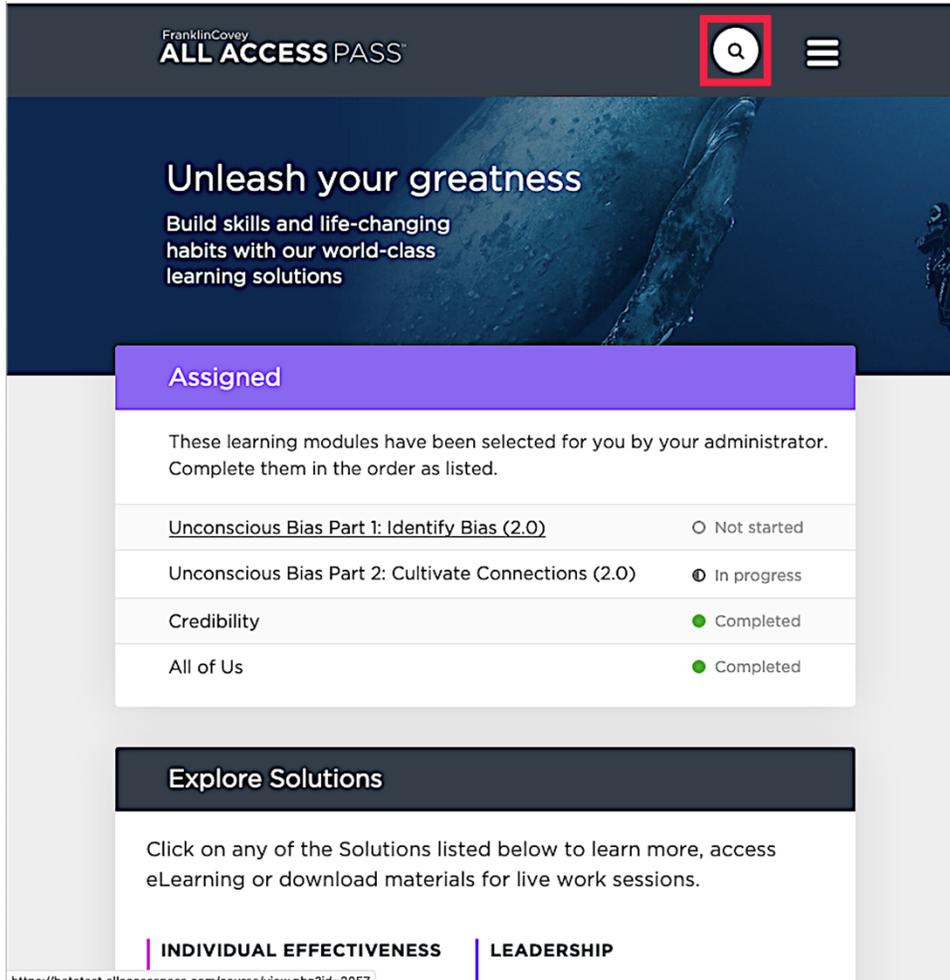
Assigned	
These learning modules have been selected for you by your administrator. Complete them in the order as listed.	
<u>Unconscious Bias Part 1: Identify Bias (2.0)</u>	○ Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	◐ In progress
Credibility	● Completed
All of Us	● Completed

Below the "Assigned" section is an "Explore Solutions" section with the text "Click on any of the Solutions listed below to learn more, access eLearning or download materials for live work sessions." At the bottom, there are two categories: "INDIVIDUAL EFFECTIVENESS" and "LEADERSHIP".

## 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, the logo and tagline are visible. A search icon is highlighted with a red square. Below the header, a banner reads "Unleash your greatness" with the subtext "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.

<a href="#">Unconscious Bias Part 1: Identify Bias (2.0)</a>	<input type="radio"/> Not started
<a href="#">Unconscious Bias Part 2: Cultivate Connections (2.0)</a>	<input checked="" type="radio"/> In progress
<a href="#">Credibility</a>	<input checked="" type="radio"/> Completed
<a href="#">All of Us</a>	<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://batstact.allaccesspass.com/course/view.php?id=2057>

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

The 5 Choices to Extraordinary Productivity is not about getting everything done. It is about getting the right things done without burning out. Time management alone isn't enough. This course covers decision management, attention management, and energy management, which will ensure you achieve your business and personal goals.

### Download Materials for Live Work Sessions

If you're attending a Live in-person or webinar session, download these and take them with you.

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

#### EXCELERATORS (30-60 min.)

Complete these mini-courses to learn the foundational principles.

- The 5 Choices - Foundation: Become Extraordinary (2.0)
- The 5 Choices - Choice 1: Act on the Important, Don't React to the Urgent (2.0)
- The 5 Choices - Choice 2: Go For

#### INSIGHTS (Less than 15 min.)

Extend your learning with these short eLearning modules.

- Buried Alive
- The 5 Choices
- Brain Attack!
- The Time Matrix - The 5 Choices
- Q2 Culture

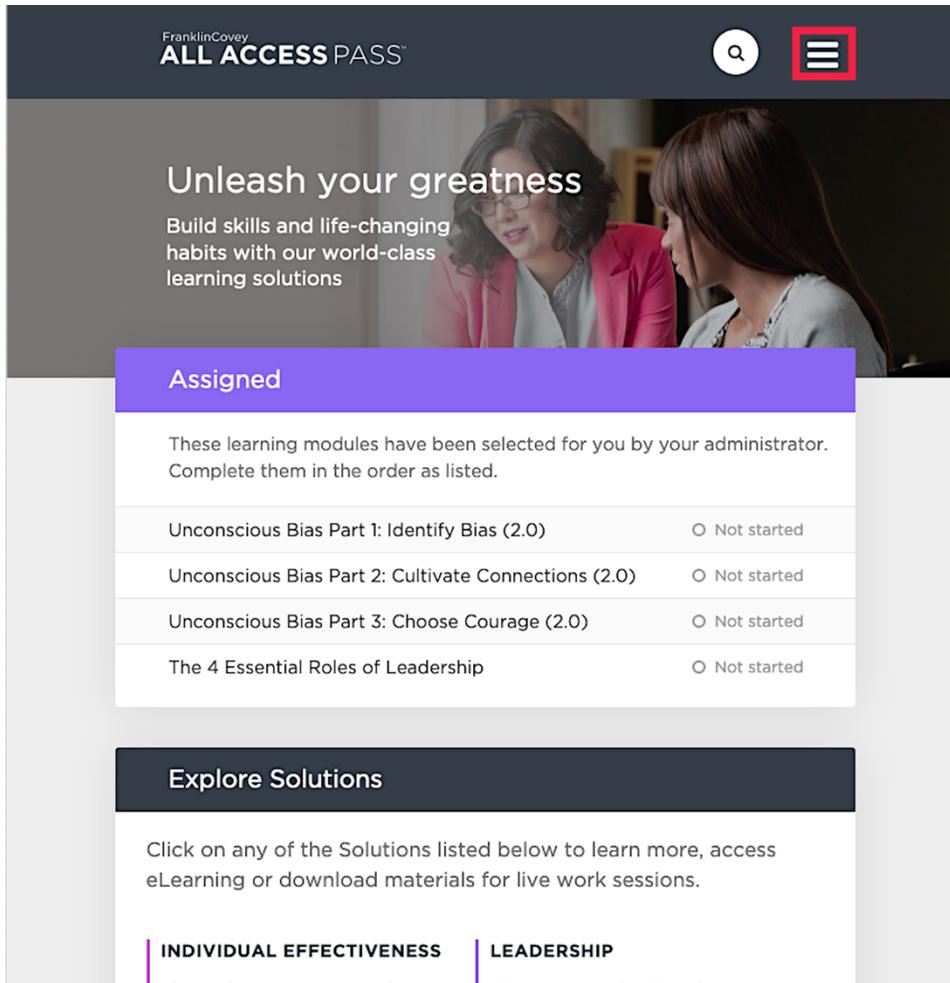
## Completed Learning

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 banner 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.

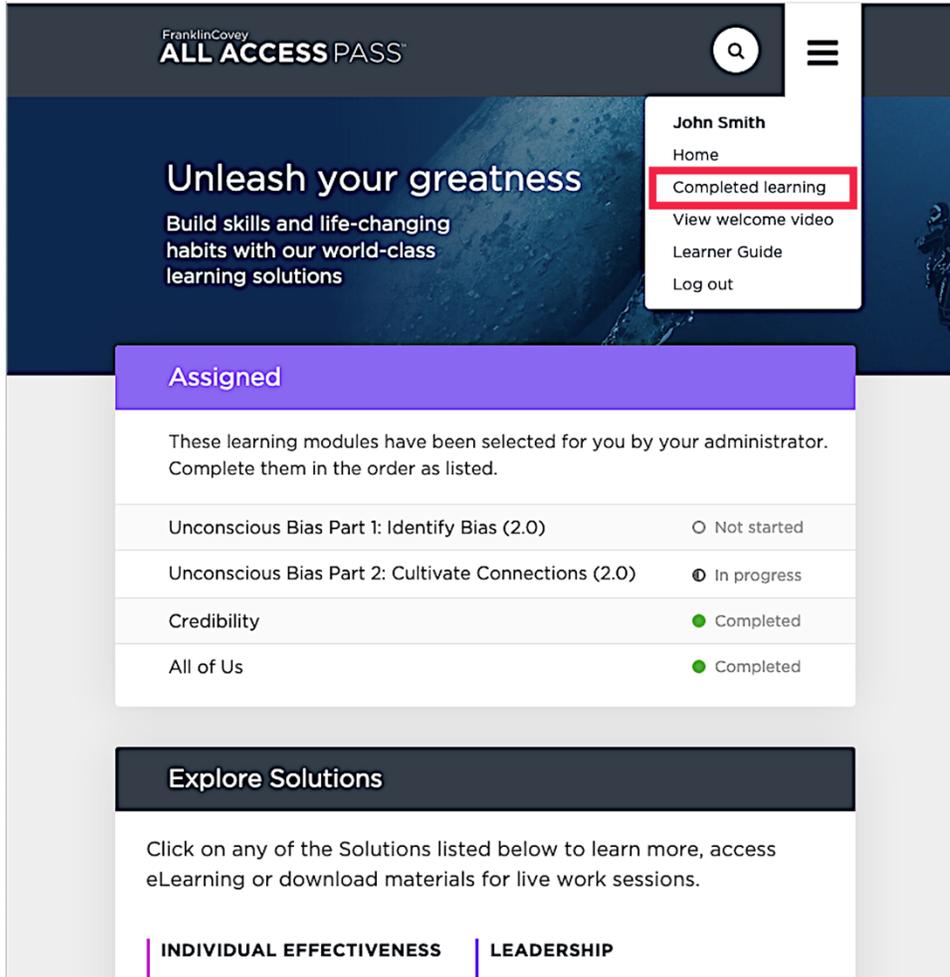
Unconscious Bias Part 1: Identify Bias (2.0)	<input type="radio"/> Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	<input type="radio"/> Not started
Unconscious Bias Part 3: Choose Courage (2.0)	<input type="radio"/> Not started
The 4 Essential Roles of Leadership	<input type="radio"/>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

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.

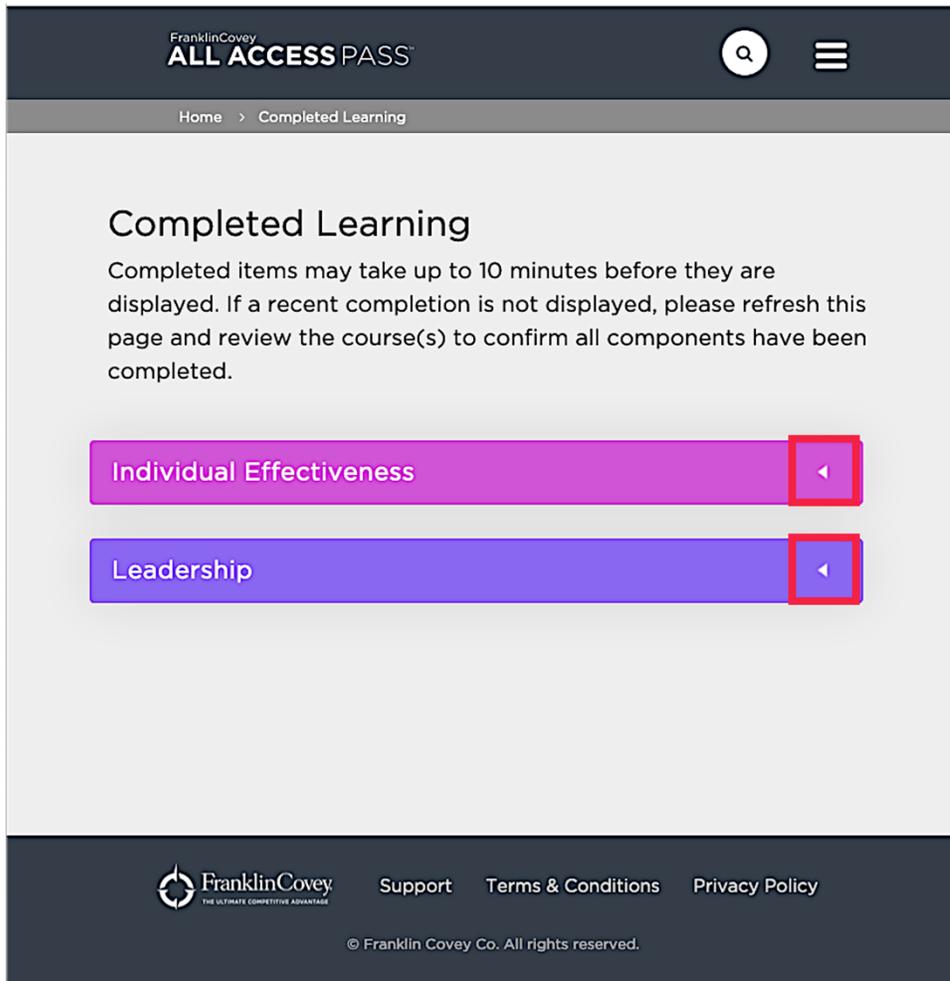
Unconscious Bias Part 1: Identify Bias (2.0)	○ Not started
Unconscious Bias Part 2: Cultivate Connections (2.0)	◐ In progress
Credibility	● Completed
All of Us	● Completed

### 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, indicating it is a click-to-expand button. 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.

**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