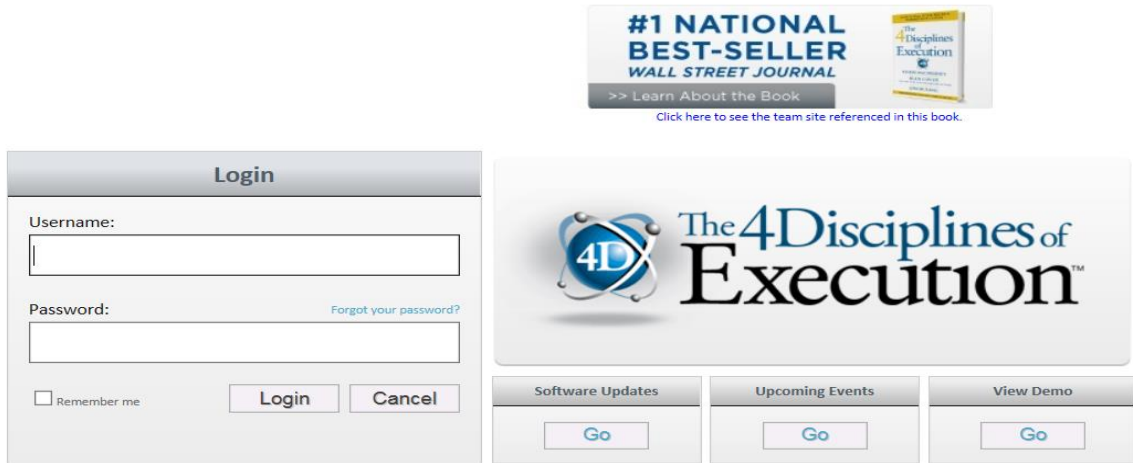


My4DX.COM Help Guide

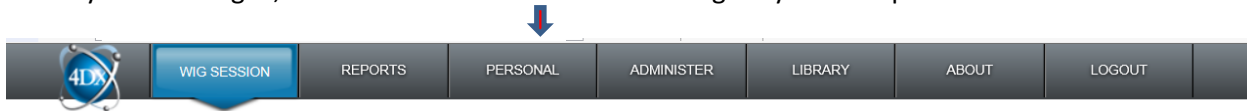
My4DX.com is designed to fully support Franklin Covey's 4 Disciplines of Execution methodology. The site is designed to track cadence of accountability.

Logging in, Setting up PERSONAL Profile and Logging out:

1. Log onto the My4DX site (<http://my4dx.com>).



2. Within the username field, type your entire email ID. Example: jdoe@alamo.edu.
3. If you are logging in to the system for the very first time, use the default password: **abcde123**. After you initial log in, select the **PERSONAL** menu to configure your new password.



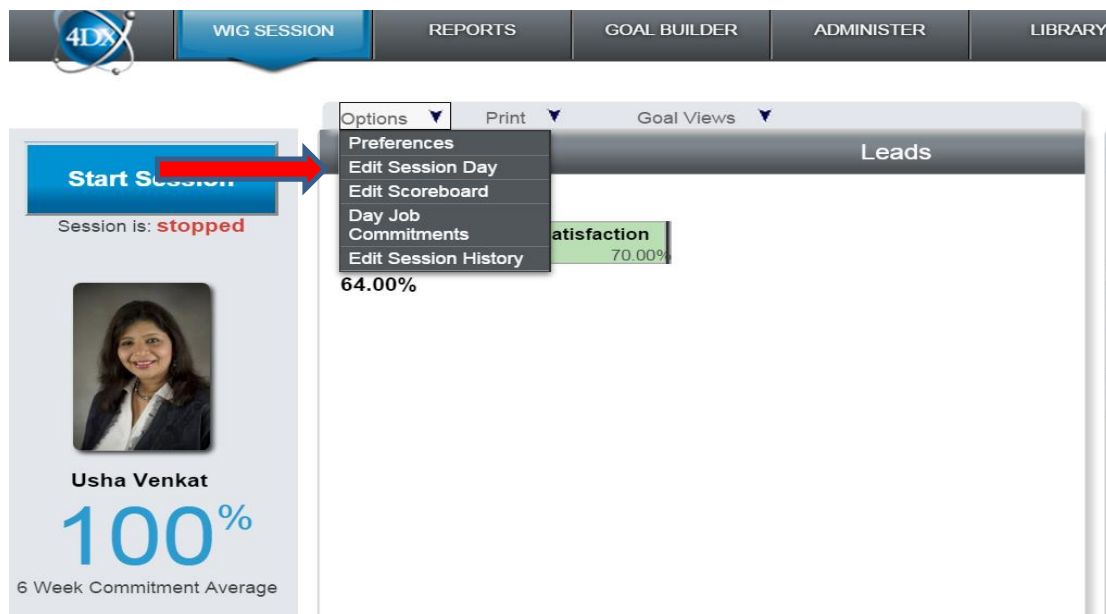
NOTE: You are encouraged to immediately update your password. Please do not share your password with anyone.

4. Update the Security Question field and your profile picture under the **PERSONAL** menu. The security question is required to verify your identity when you are trying to regain access through your user account recovery form.

NOTE: Upload a professional-looking photo of yourself and make sure your photo is relatively of good quality.

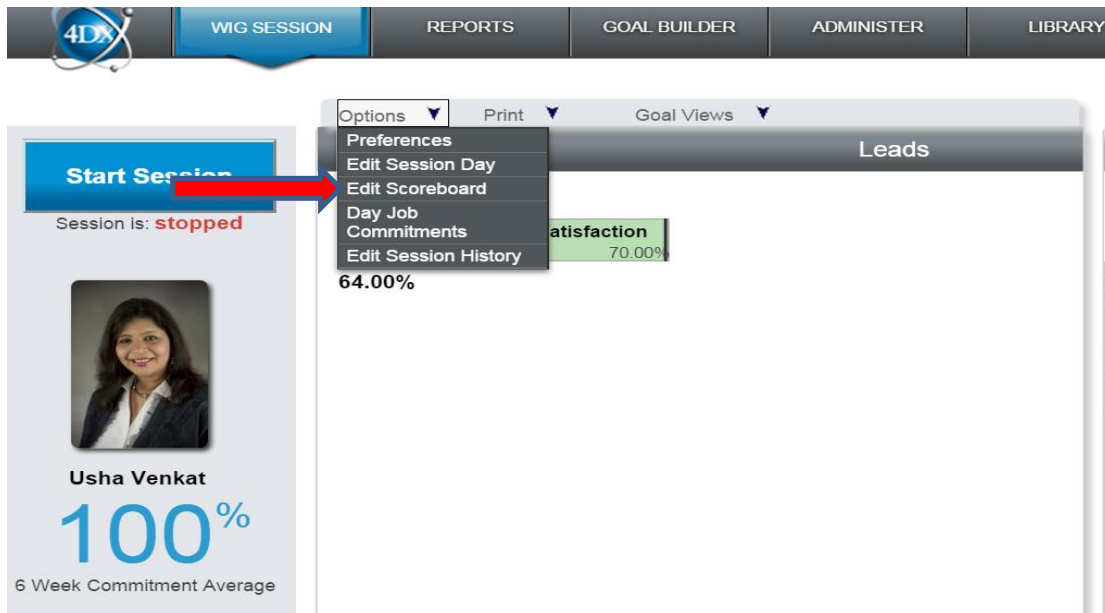


5. Under the personal menu, you can also define a day to receive your weekly commitment reminder. Select the day and click **update** button to save your changes. Each week as a leader of your team, you will post a new commitment within my4dx.com. The commitment reminder will send an email alert to remind you of your weekly commitment before your next WIG session.
6. Select the **WIG SESSION** menu.
7. To edit Session Day within My4DX.com, select your team name under TEAM Selection section within the left navigation bar:
 - a. Choose **Options** Submenu and select **Edit Session Day** menu option.
 - i. **NOTE:** The Team name must be selected for the **Edit Session Day** option to appear.
 - b. Select the day of the week for your WIG Session or Huddle.

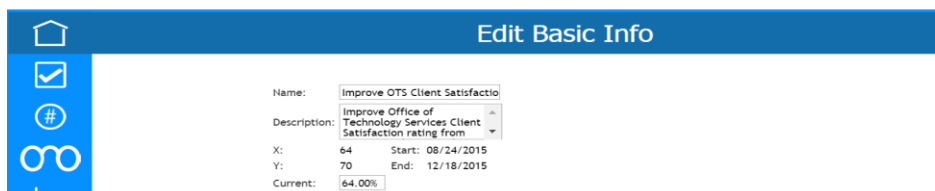
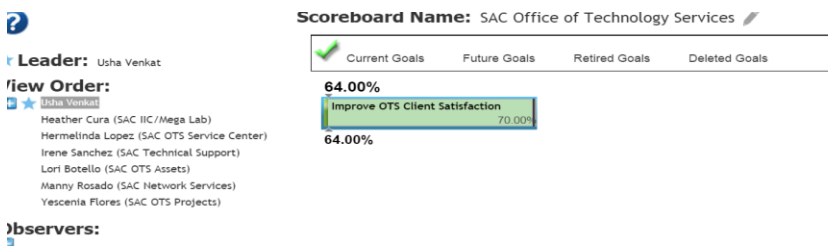


8. To logout of the system, select the **LOGOUT** menu.

Configuring your WIGS and Lead Measures:



1. Once you log into My4dx.com, select the **WIG SESSION** menu.
2. Select the **WIG or the LEAD box you plan on configuring**. Once you select the box, you will notice a blue box around the WIG and the Lead statement you are editing.
3. Select the **“Options”** submenu and choose **“Edit Scoreboard”**.



- At the bottom of the screen, you will see an “Edit Basic Info” section for the corresponding WIG or Lead statement you are editing.

The screenshot shows the 'Edit Basic Info' form with the following fields:

- Name: Improve OTS Client Satisfactio
- Description: Improve Office of Technology Services Client Satisfaction rating from
- X: 64 Start: 08/24/2015
- Y: 70 End: 12/18/2015
- Current: 64.00%
- Tracking: \$ # %

- Enter your three word Name describing your WIG statement. Under the **Description** field, type in your complete WIG statement. Make sure your WIG statement begins with an **action verb**. In addition, your WIG statement should follow an **X to Y by When** format. For example, Improve San Antonio College Helpdesk Efficiency Rate from 80% to 85% by December 2015. Make sure the **Tracking** field points to your method of tracking values: **Dollars, Numbers or Percentage**.

The screenshot shows the 'Edit Basic Info' form with the following fields:

- Name: Improve Efficiency Rate
- Description: Improve San Antonio College Helpdesk Efficiency Rate from 80%
- X: 0 Start: 01/01/2015
- Y: 100 End: 12/31/2015
- Current: 0.00
- Tracking: \$ # %

- Select the  button.

The screenshot shows the 'Edit Goal Options' form with the following fields:

- Boundary: Exceeds Not Exceeds Stay Within
- Type: WIG Sub-WIG Lead
- Tolerance: Yellow % Red %
- Culture: English (United States) English (United Sta)

9. Ensure the **Red**: tolerance rate is set to 3%.



10. Select the button.

The screenshot shows the 'Edit Value Details' interface. On the left is a vertical navigation menu with icons for Home, Checkmark, Hash, Infinity, Line graph, and Brackets. The main area contains the following fields:

- Enable Weekly Goal Value Reset:
- Enable Monthly Goal Value Reset:
- Current: Decimal Places:
- Target: 64.56 Decimal Places:
- Final: 100.00 Decimal Places:

A 'Save All' button is located in the top right corner.

11. Update the decimal places appropriately to represent WIG score. If you are tracking by percentage, you may need one or two decimal places. If not, please change the decimal places to zero.



12. Select the button. Select the current date for the **Available** date. In this example, Heather Cura began this process by inputting her WIG statement on August 24, 2015.

The screenshot shows the 'Edit Visibility Dates' interface. On the left is a vertical navigation menu with icons for Home, Checkmark, Hash, Infinity, Line graph, and Brackets. The main area contains the following fields:

- Available:
- Retire:

A 'Save All' button is located in the top right corner.



13. Select the button.

The screenshot shows the 'Edit Waypoints' interface. On the left is a vertical navigation menu with icons for Home, Checkmark, Hash, Infinity, Line graph, and Brackets. The main area contains the following elements:

- Buttons: Add, Wizard
- Options: Weekly Step Step
- Table:

Start	<input type="text" value="80"/>	<input type="text" value="8/24/2015"/>
End	<input type="text" value="85"/>	<input type="text" value="12/18/2015"/>
- Line graph showing two data points:

Date	Value
August 24 2015	80
December 18 2015	85

A 'Save All' button is located in the top right corner.

14. Within the second column, Start row 1, enter the X (Start) value.
15. Within the second column, End row 2, enter the Y (Finish) value.
16. Within the last column, Start row 1, enter the beginning date for tracking your Wildly Important Goal.
17. Within the Step column, End row 2, enter the end date for completion of tracking of your Wildly Important Goal.



18. **SKIP** Edit Connections button as it is preconfigured.



19. Select the **Save All** button on the right side of the dialog box.

20. All the above steps remain the same for configuration of your **LEAD** measures, except for your **X to Y tab option**:

Next to **START** and **END**, post the average score expected for that week. For example, if you have five team members, each performing survey outreach activities to 5 students per week, then the START and END would be 5. Total Team Score divided by the Number of Team Members participating (Please do not count the team members who are absent or unavailable to do the lead for that week). The chart will show a flat horizontal line.

Conducting your weekly WIG sessions or Huddles:

NOTE: My4dx.com should be updated on the same day as your WIG Huddle or your Session at your physical scoreboard. If you are on vacation, delegate the responsibility to a team member.

1. Log in to my4dx.com website.
2. Select the **START** session button.

NOTE: Document your weekly commitments within the Commitment section. Commitment column one, represents the current week while commitment column two represents the upcoming week. Use these columns only to post team leader's commitment. Please do not add commitments for team members.

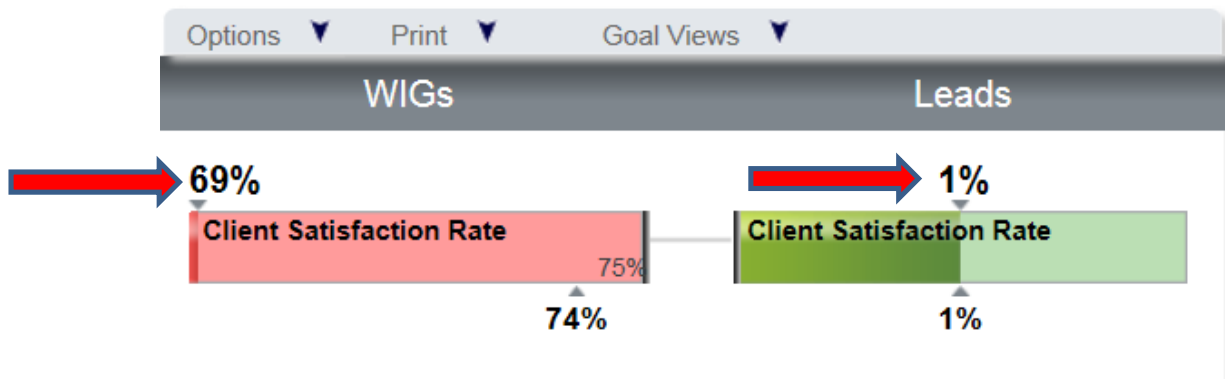
Commitment	
Due On: Wed. Aug. 19, 2015 Kept: 100%	Due On: Wed. Aug. 26, 2015 Kept: 0%
Other Commitments <input type="button" value="Add"/>	Other Commitments <input type="button" value="Add"/>
<input checked="" type="checkbox"/> Speak with Joan Tsacalis to review OTS Services and Support.	<input type="checkbox"/> Speak with Emma Mendiola to review satisfaction with OTS Services and Support.
Clear The Path <input type="button" value="Add"/>	Clear The Path <input type="button" value="Add"/>

Review last week's Commitments:

1. Using the left Commitment column update completion of current week's commitment. Do this by selecting the check box to the left of the commitment. If for some reason, the commitment was not fulfilled, leave the check box unchecked.
2. If you as a team member had to assist (clear the path) someone within the team, Document these actions within the **Clear the Path** commitment section.
3. If you plan on working on the same commitment during the upcoming week, select the commitment by clicking on it and then use the **Copy Forward** option. Once you select the Copy Forward option, your previous week commitment will be copied to the upcoming week commitments column.

Update Physical or My4DX.com scoreboards for team scores and commitments.

1. The number or percentage above the box, represents the actual score to date. The number or percentage within the box, represents the goal score you plan on achieving. The number below the box serves as a guide and reflects a point in time where you should be in your journey. Each week, it is important for you to update the numbers above the lead box. Update the WIG (number above the box) as appropriate when you see a change in your WIG score.



Creating New Commitments:

NOTE: To record new commitments for upcoming week, use the upcoming week column (commitment column to the right of the screen).

1. To create new commitments for the upcoming week, navigate to the right commitment column and choose the Add button.

Commitment	
Due On: Wed. Aug. 19, 2015 Kept: 100%	Due On: Wed. Aug. 26, 2015 Kept: 0%
Client Satisfaction Rate <input type="button" value="Add"/>	Client Satisfaction Rate <input type="button" value="Add"/>
Other Commitments <input type="button" value="Add"/>	Other Commitments <input type="button" value="Add"/>
<input checked="" type="checkbox"/> Update WIG data spreadsheet and board	<input type="checkbox"/> Conduct one follow up call back based on the "Resolved/ Closed" status for Zone 2.
Clear The Path <input type="button" value="Add"/>	Clear The Path <input type="button" value="Add"/>

2. Type your upcoming week's commitment as shown above and choose the **Save** button.

Stop Session and Logout:

NOTE: End the session by selecting the **End Session** button and Logging out of My4DX.com.

End Session
 Session is: **running**
 Led by: **Usha Venkat**
 Make Me Leader

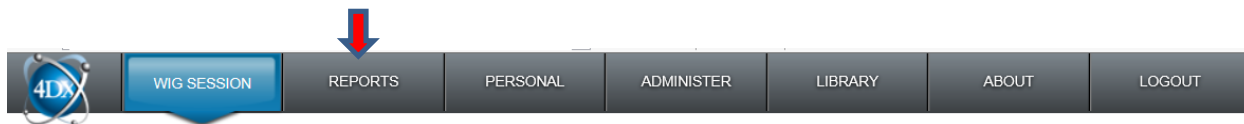
Usha Venkat
70%
 Week Commitment Average
Team Selection
 SAC College Services Office
SAC Office of Technol

Opt... User Reports
 Executive Scoreboard
 XPS Report

Goal Views ▾ Goal Options ▾
Leads

55%
Persistence
 62% ↑ 67%

Reviewing Team Status Reports:



1. To review team status report, select the **REPORTS** menu and choose Team Status menu option.
2. Under Organization column, select the + sign until you see your team displayed.
3. Select the check box beside your team name and choose **Refresh Report** button on the right **Team Status** column.
4. To view previous week's report, under Select pre-defined range drop down field, select "Last Week" option.

Organization: Filter: Clear Filter and Selection

- SAC
 - SAC College Svc
 - SAC College Services Office
 - SAC Office of Technology Services
 - SAC IIC/Service Center
 - SAC IT Assets
 - SAC Network Services
 - SAC OTS Projects
 - SAC Student Mega Lab
 - SAC Technical Support

Team Status Search Options ▾

Refresh Report Selected pre-defined range: Last Week Or specify your own range: Range
 Start Date: 10/10/2014 End Date: 10/25/2014

Options ▾

Name (leader's name)	Session	Mail	WIG	Lead	Exclude	Commitments Kept	Commitments Made	Sessions Held	Sustainability Index	Commitment Quality
SAC Office of Technology Services (Usha Venkat)	session		87.84%	--	<input type="checkbox"/>	93.33%	100%	100%	94.44%	--
SAC IIC/Service Center (Heather Cure)	session		85.27%	74.56%	<input type="checkbox"/>	100%	100%	100%	100%	--
SAC IT Assets (Terry Loomis)	session		0%	50%	<input type="checkbox"/>	0%	100%	100%	68.67%	--
SAC Network Services (Manny Rosado)	session		78.69%	86.07%	<input type="checkbox"/>	100%	100%	100%	100%	--
SAC OTS Projects (Yessena Flores)	session		83.54%	64.96%	<input type="checkbox"/>	83.33%	100%	100%	94.44%	--
SAC Student Mega Lab (Hermelinda Lopez)	session		67.32%	63.53%	<input type="checkbox"/>	100%	100%	100%	100%	--
SAC Technical Support (Irene Sanchez)	session		110.08%	69.87%	<input type="checkbox"/>	100%	100%	100%	100%	--
Averages:			72.22%	72.69%		82.61%	100%	100%	94.2%	0 days

Questions or Concerns:

NOTE: For updates or changes to My4DX.com, please contact your Campus Technical Coaches:

Usha Venkat (uvenkat@alamo.edu)

Heather Cura (hcura4@alamo.edu)

4DX Functional Coaches at San Antonio College:

Arts & Sciences - Brad Dudney (bdudney@alamo.edu)

Professional Technical Education - Stella Lovato (slovato@alamo.edu)

Student Success - Richard Farias (rfarias@alamo.edu)

College Services - Usha Venkat (uvenkat@alamo.edu) and Heather Cura (hura4@alamo.edu).