



## Instructions to access the *Leader for Life* courses:

**Step 1:** Go to [www.stephencovey.com](http://www.stephencovey.com). Enter your Cal U email address and your campus-wide student ID (CWID) as your password. Your CWID number will always have a capital "C" at the beginning, and then an 8-digit number that follows, such as: **C12345678**. Since the password is case sensitive, please make sure to capitalize the "C." This will take you to the Cal U *Leader for Life* homepage.

(If you do not know your CWID number, you can find it in your VIP account, or by calling the Office of Academic Records at 724-938-4434. The 16-digit number on your Cal U card is **not** your CWID, and you should not use this as your password.)

**Step 2:** Click on the *Foundations* tab and begin the course. Watch the videos, complete the Mission Exercise and pass the Quiz. The quiz is based on the video, so feel free to watch it as many times as you need. There is also a transcript of the video found in the Resources tab if you would like to review the information. Once you pass, you may download your certificate.

**Step 3:** Complete *The 7 Habits of Highly Effective People* course and receive your certificate. For more information on the in-person course or the online course see the 7 Habits tab for instructions. If you would like to register for the [7 Habits online](#) course, you must go to the *Leader for Life* page on the Cal U website to register. *If you have already completed the 7 Habits course and it is documented on your activities transcript, please go to the next step.*

**Step 4:** Complete the Great Work, Great Career online course. Follow the instructions in the Start Here tab.

**Step 5:** Complete a Capstone Project to receive a *Leader for Life* Certificate and Graduation Cord. For more information, please go to the *Leader for Life* Information tab.

**Questions?** Please contact the Character Education Institute at [charactered@calu.edu](mailto:charactered@calu.edu) or by calling **724-938-5038**