

FLEX Program Instructions

1. Log onto Flex in one of these ways:
 - Type into your browser: <https://flex.yosemite.edu/> & press ENTER (save to Favorites.)
 - Go to MJC website and type "Flex" in the search box and (save to Favorites.)
 - On MJC webpage click on "Faculty or Staff" tab and click on "Flex Calendar System" under Programs. You will be prompted for your username and password (use your YCCD login and password.)
2. At Log on, enter:

User name: Last name, first initial (unless your name is different) same as your YCCD Logon
(ex: Kelly Addington is addingtonk)

Password: Same as your YCCD logon password

You will see the following:

Click: View All Workshops →

ID	Title	Status	Day	Time	Hours
17	YCCD Leadership - Strategic Plan Review/Training	2/16/2016	Wednesday	12:00PM - 1:00PM	1
17	MJC: Admin and District, Division, or One from the Above Site	2/16/2016	Friday	7:00AM - 8:00AM	1.0

IMPORTANT!

NOTICE YOU ARE IN PRESENT YEAR 2015-2016 (to access the previous year, click on the rectangular year logo "2015-2016" and this will take you back to "2014-2015.")

Click on "Add" box of desired workshop →

Add	ID	Title	Status	Day	Time	Hours
+	17	YCCD Leadership - Strategic Plan Review/Training	2/16/2016	Wednesday	12:00PM - 1:00PM	1.0
+	17	MJC: Admin and District, Division, or One from the Above Site	2/16/2016	Friday	7:00AM - 8:00AM	1.0

Click: Enroll →

ID	Title	Status	Day	Time	Hours
17	YCCD Leadership - Strategic Plan Review/Training	2/16/2016	Wednesday	12:00PM - 1:00PM	1.0
17	MJC: Admin and District, Division, or One from the Above Site	2/16/2016	Friday	7:00AM - 8:00AM	1.0

Click: "User Record" ↓

Click: "Complete" ↓

ID	Title	Workshop Date	Completed	Hours
17	YCCD Leadership - Strategic Plan Review/Training	2/16/2016	COMPLETE	1.0

IMPORTANT!

After you have participated in this activity, you are not finished—log back onto Flex, click on "**User Record**," top of screen and you will see this activity listed under "Uncompleted Workshops and Activities." Click on the red **COMPLETE** button next to this activity, a box will open for you to type a brief summary explaining the event and verifying you did attend. Click on **COMPLETE** again and you will be credited.

NOTE: If your POP-UP BLOCKER is not turned off, the box will NOT open for you to complete this activity and you will NOT be credited.

Enter the workshop/activity as “Independent” when the workshop/activity you want to participate in is NOT listed on the Flex Calendar or if you are the only one participating.

Click “Independent”

Click “Submit”

TO ENTER AN “INDEPENDENT” ACTIVITY:

Click on the “Independent” button at the top right, an Independent Activity box will open like this one. Fill in all the information and be sure to click the **SUBMIT** button. Your division dean will receive your request for approval.

Please be sure to provide enough detail in your “Description” that qualifies this workshop/activity proposal for professional development.

If there are several MJC instructors participating, you will want to enter the workshop/activity as a “Proposal” to post the workshop/activity to the Flex calendar.

Click “Proposal”

Click “Submit”

TO ENTER A “PROPOSAL” ACTIVITY:

Click on the “Proposal” button at the top right when you want to add a workshop/activity to the Flex calendar. The Proposal Activity box will open like this one. Fill in all the information and be sure to click the **SUBMIT** button. Your division dean will receive your request for approval. Kelly Addington will receive it to accept/deny or request changes. If accepted, your workshop/activity will be added to the Flex calendar and you will be emailed the Flex number.

IMPORTANT!

Again, after you have participated in this workshop/activity, you must log back onto the Flex calendar, click on your “User Record” and you will see it listed under “Uncompleted Workshops & Activities”. You will need to click on the red **COMPLETE** button and you will be immediately credited.

Other Flex information:

How many hours of Flex do you owe? Full-time faculty owes 28 hours per year (July 1 – June 30). Part-time and Overload owe approximately ½ the hours of their weekly teaching assignment. (Example: You teach 10 hours per week, you would owe 5 hours of Flex for that semester.)