

FLEX Reporter

How to submit an Individual FLEX Activity Proposal:

Select "Individual FLEX Activity Proposals".

The screenshot shows the FLEX Reporter interface for Cerritos College. The user is logged in as Monique Valencia. The main content area displays a welcome message and a list of options: "Register for a CTX Activity", "Individual FLEX Activity Proposals", "View Your Flex Hours Summary", and "Your Account". A red arrow points to the "Individual FLEX Activity Proposals" button, which is highlighted with a red box and the text "Select FLEX Activity Proposal". A sidebar on the right contains a "Directory" section with links to "Register for an Activity", "Manage FLEX Activities", "FLEX Hours Summary", and "Your Account". The footer indicates "©2013 FLEXReporter—All Rights Reserved".

Select "Submit an Individual FLEX Activity Proposal," to create a new proposal. If you will like to Edit or Delete, you can select "Edit or Delete an Individual FLEX Activity Proposal".

The screenshot shows the "Manage FLEX Activities" page in the FLEX Reporter interface. The user is logged in as Monique Valencia. The main content area displays a message: "Please click on an action from the choices below." Below this message are three buttons: "Submit an Individual FLEX Activity Proposal", "Edit or Delete an Individual FLEX Activity Proposal", and "Sign-Off on a FLEX Activity Proposal". A red arrow points to the "Submit an Individual FLEX Activity Proposal" button, which is highlighted with a red box and the text "Select Submit an Individual FLEX Activity Proposal". A sidebar on the right contains a "Directory" section with links to "Register for an Activity", "Manage FLEX Activities", "FLEX Hours Summary", and "Your Account". The footer indicates "©2013 FLEXReporter—All Rights Reserved".

FLEX Reporter

Fill out the necessary text boxes and select the amount of FLEX hours requested, then select "Submit".

The screenshot shows the 'Your Individual Flex Reports' form in the FLEX Reporter interface. The form includes the following fields and instructions:

- TITLE OF ACTIVITY** – Provide a short title for the activity. (Text box)
- DESCRIPTION OF ACTIVITY** – Describe the activity you plan to complete. (Large text area)
- ACTIVITY IMPACT** – Provide a brief description of how this activity will enhance your professional abilities and how you intend to utilize this experience in your work for the college. (Text area)
- START DATE** (Text box)
- END DATE** – Only enter an end date if your activity was spread out over multiple days. (Text box)
- NO. OF FLEX HOURS REQUESTED** – Select the number of hours requested. (Dropdown menu with "--Select a Value--")

Annotations include red arrows pointing to the title, description, impact, start date, end date, and hours requested fields. A red box with the text "Fill out text boxes and select amount of hours requested." is positioned to the right of these fields. Below the form, a red box with the text "Select Submit" points to the Submit button. A sidebar on the right contains a "Directory" section with links: Register for an Activity, Manage FLEX Activities, FLEX Hours Summary, and Your Account. The footer contains the text "©2013 FLEXReporter—All Rights Reserved".

Your Proposal will be saved and submitted to your dean for approval.

The screenshot shows the 'Manage FLEX Activities' page in the FLEX Reporter interface. A red oval highlights the message "Activity successfully saved." Below this message, the text "Please click on an action from the choices below." is displayed. Three buttons are visible:

- Submit an Individual FLEX Activity Proposal
- Edit or Delete an Individual FLEX Activity Proposal
- Sign-Off on a FLEX Activity Proposal

The sidebar on the right contains a "Directory" section with links: Register for an Activity, Manage FLEX Activities, FLEX Hours Summary, and Your Account. The footer contains the text "©2013 FLEXReporter—All Rights Reserved".