

A Brief Guide to Using the FLEX Reporter Software

Compton College plans to implement Cornerstone in 2019. Until that time, Compton College will continue to use its own version of FLEX Reporter. The functions, screens and buttons on the Compton College FLEX Reporter are the same as the El Camino College system, the only difference is that you will navigate to:

compton.flexreporter.com

The information requested is the same for Individual Activities and conference attendance, off campus workshops, and other events. As in the past for on-campus activities where a sign-in sheet is provided, no additional reporting is required. Please be sure to sign the attendance log at each session you attend to receive accurate credit. After the Flex Credit Coordinator records the attendance at an event, it will appear on your faculty FLEX Hours Summary.

As before, faculty can view and manage their Flex hours online 24/7.

Tip: *As with most web-based software applications, avoid using the “Back” button on your browser to navigate. Use the links provided whenever possible.*

Logging in to FLEX Reporter

Point your web browser (Internet Explorer, Firefox, Chrome, or Safari), to **compton.flexreporter.com** this address is the login page for the portal to Compton College’s FLEX Reporter.

Login using your ECC or Compton College email user name (i.e. dmanno). Your password is your employee ID number. If you need assistance with your login, please contact the Flex Program Coordinator at ext. 2130.

Account Details

The first time you log in, check to make sure that the system has your correct information – name preference and email preference. Use the “Your Account” link to view and update this information. If everything is fine, click Cancel to return to the main menu.

Otherwise, update and double check your entries, then click “Save”.

Submitting an Individual Activity Proposal

Please note that we do not accept GROUP Activity proposals. For Group Activities, each individual must submit a separate proposal.

Click on “Manage FLEX Activities,” then “Submit an Individual FLEX Activity Proposal.” In the proposal form, fill in all the fields. Please note that you will be asked to select an “Activity Category” and a “Specific Activity” to indicate the broad objectives of your FLEX activity (click on whichever options are applicable to your activity). The “Activity Category” has the nine, State approved areas for Flex and the “Specific Activity” lists those activities approved at Compton College.

When all required fields have been completed, click Submit. Your submitted proposal will be routed to your dean for approval. Once you have completed your Individual Activity, you will need to sign off on the proposal in order for the hours to be added to your total hours. Until then, the hours show as pending on your Flex Hours Summary.

To sign off, click on “Manage FLEX Activities” and select “Sign-Off on a FLEX Activity Proposal.” A screen will appear with the activity, click on the activity and it will take you to the screen with the Electronic Signature check box. Please make sure you read and understand the information before checking the box and submitting the activity. The appropriate hours will be added to your FLEX Hours Summary at this time.

Tip: *A helpful option for those who have previously submitted similar activity proposals to the FLEX Reporter, is that it will ask you if you would like to copy the details of a previously-submitted activity when you are starting a new form.*

Submitting Conference Attendance, Off-Campus Workshops and Other Activities

From the FLEX Reporter home page, click on “Manage FLEX Activities,” then “Submit a Conference Attendance...” Fill in the requested information, being sure to follow the instructions provided. Click “Submit” when you have completed the form. As a reminder, there is a **maximum of six hours per day for conference attendance**, and any duty hours (teaching/office hours) must be subtracted.

Examples:

- You attended a conference for eight hours and were scheduled to teach three hours that day: You can only claim five hours.
- You were not scheduled to teach, and attended for eight hours: The system will limit you to the six-hour maximum.

Tip: *Similar to the proposal submission described above, if you already have attendance form details in the system, you will be given the option to copy them into a new form or start with a blank form.*

Please note: You are not required to submit any documentation of attendance into FLEX Reporter. However, you are responsible for keeping appropriate documentation of your FLEX activities for three years in the event of an audit. You generally do not need to submit a FLEX report for any on-campus activities where a sign-in sheet was provided.

Submission of conference attendance, off-campus workshops and other activities should be entered in FLEX Reporter after you have attended.

Viewing your FLEX Hours Summary

From the FLEX Reporter home page, click on “View Your FLEX Hours Summary.” You will see your activities summarized and the credit provided for each. You will be given the opportunity to print out a pdf version of this report. Note that any activities designated with “0*” hours of credit are in a pending status; these values will be updated as activities are approved/completed.

For questions and assistance, please contact the Flex Coordinator at ext. 2130.