

# MyFlex @ MCC

What is MyFlex?  
How can I find it?  
Who can I contact?

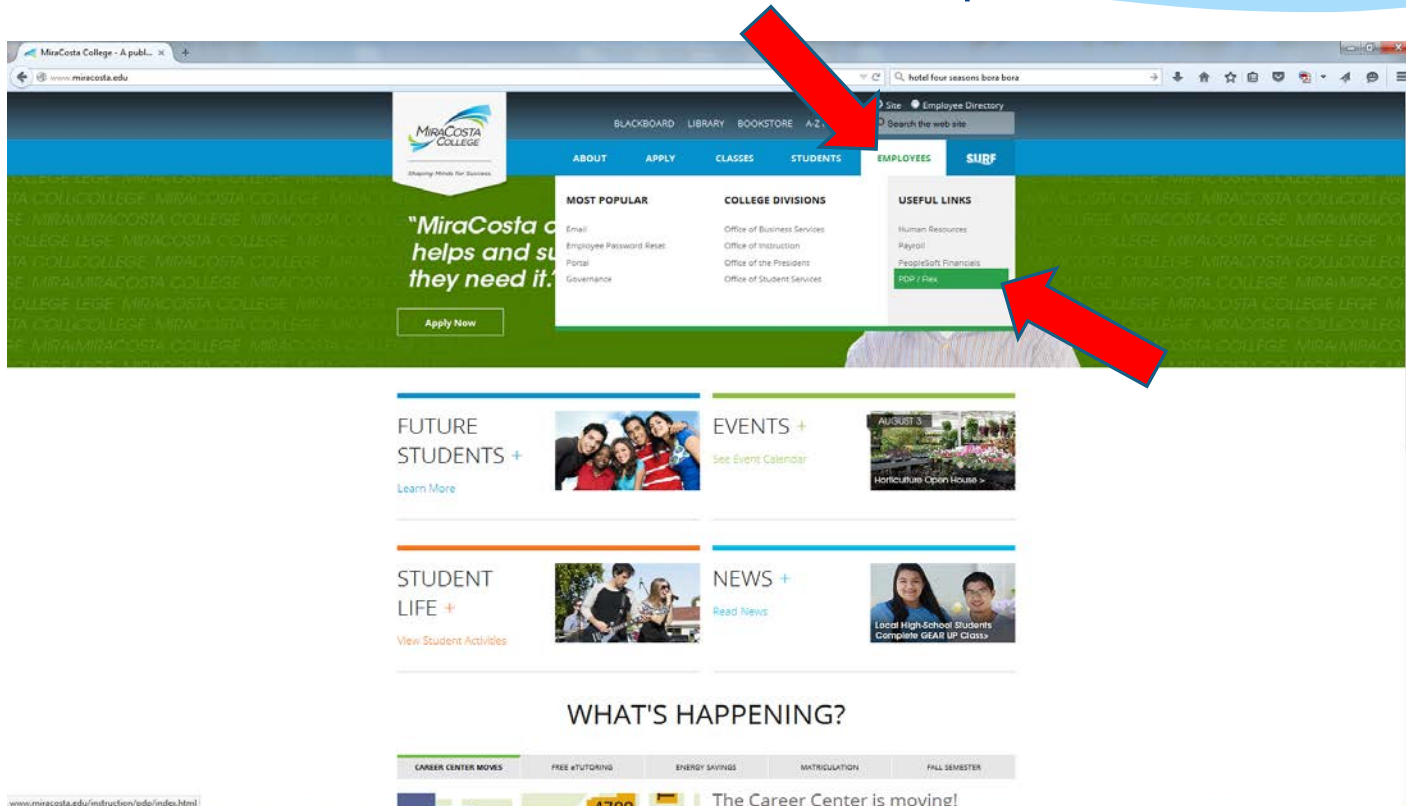
Fall 2015

# What is MyFlex?

- \* MyFlex is the online system used at MiraCosta College to record your PD activities
- \* The MyFlex system maintains electronic transcripts of flex-eligible, pre-approved PD activities
- \* You need to log into MyFlex with your MCC username and password

# How to find MyFlex?

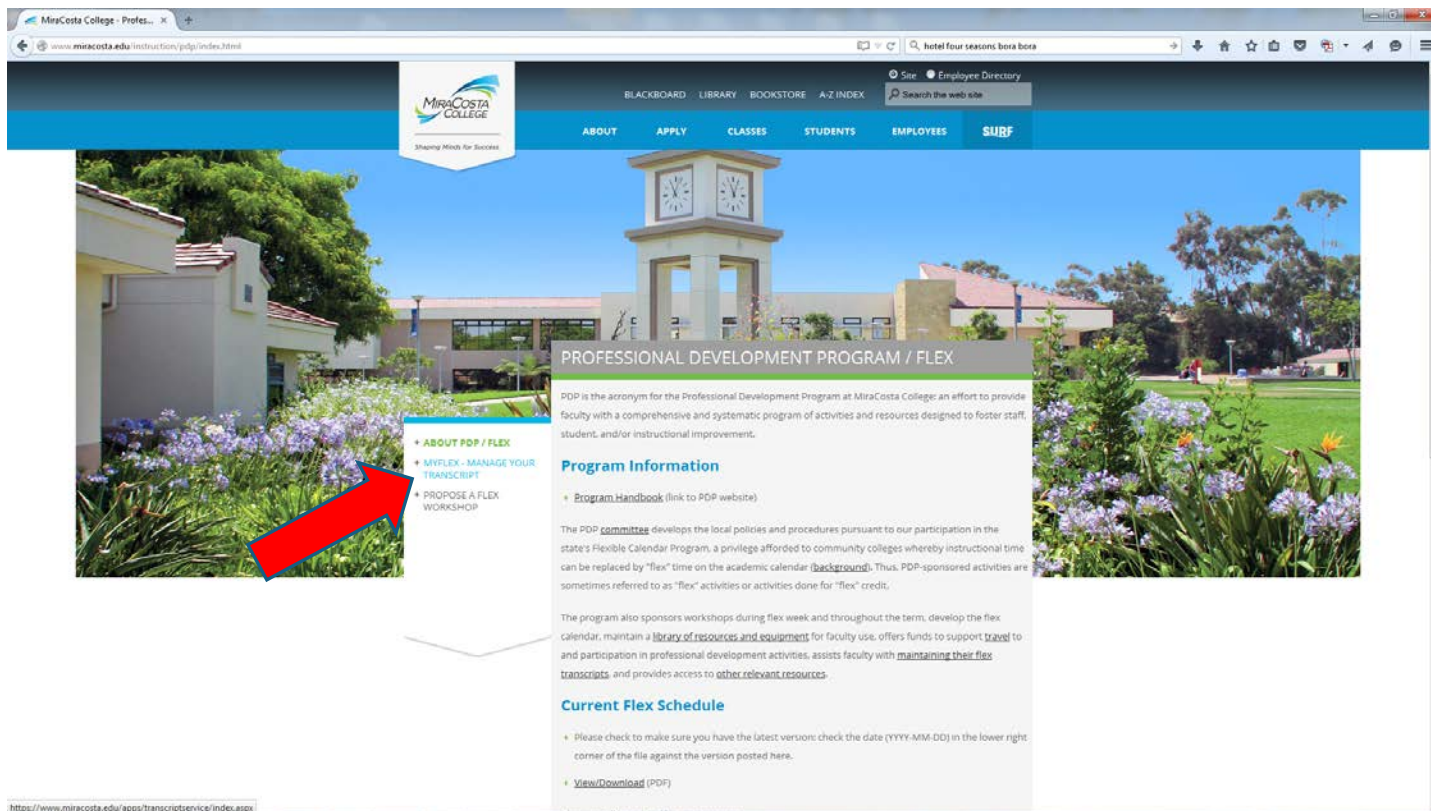
- \* From the main MCC webpage, [www.miracosta.edu](http://www.miracosta.edu), use the drop down menu by hovering over the 'Employees' tab and then click on the link for PDP/Flex



The screenshot shows the MiraCosta College website with the 'EMPLOYEES' tab selected in the navigation menu. A red arrow points to the 'EMPLOYEES' tab, and another red arrow points to the 'PDP / Flex' link in the 'USEFUL LINKS' section of the dropdown menu. The website header includes the MiraCosta College logo and navigation tabs: ABOUT, APPLY, CLASSES, STUDENTS, EMPLOYEES, and SURF. The main content area features a banner with the text "MiraCosta helps and supports you in the way they need it." and an "Apply Now" button. Below the banner are sections for FUTURE STUDENTS, EVENTS, STUDENT LIFE, and NEWS. At the bottom, there is a "WHAT'S HAPPENING?" section with links for CAREER CENTER MOVES, FREE TUTORING, ENERGY SAVINGS, MATRICULATION, and FALL SEMESTER. A footer banner at the bottom reads "The Career Center is moving!"

# How to find MyFlex (cont.)?

- \* You are now on the Professional Development Program/Flex webpage
- \* Click the link “MYFLEX – Manage Your Transcript” in the left column on this page

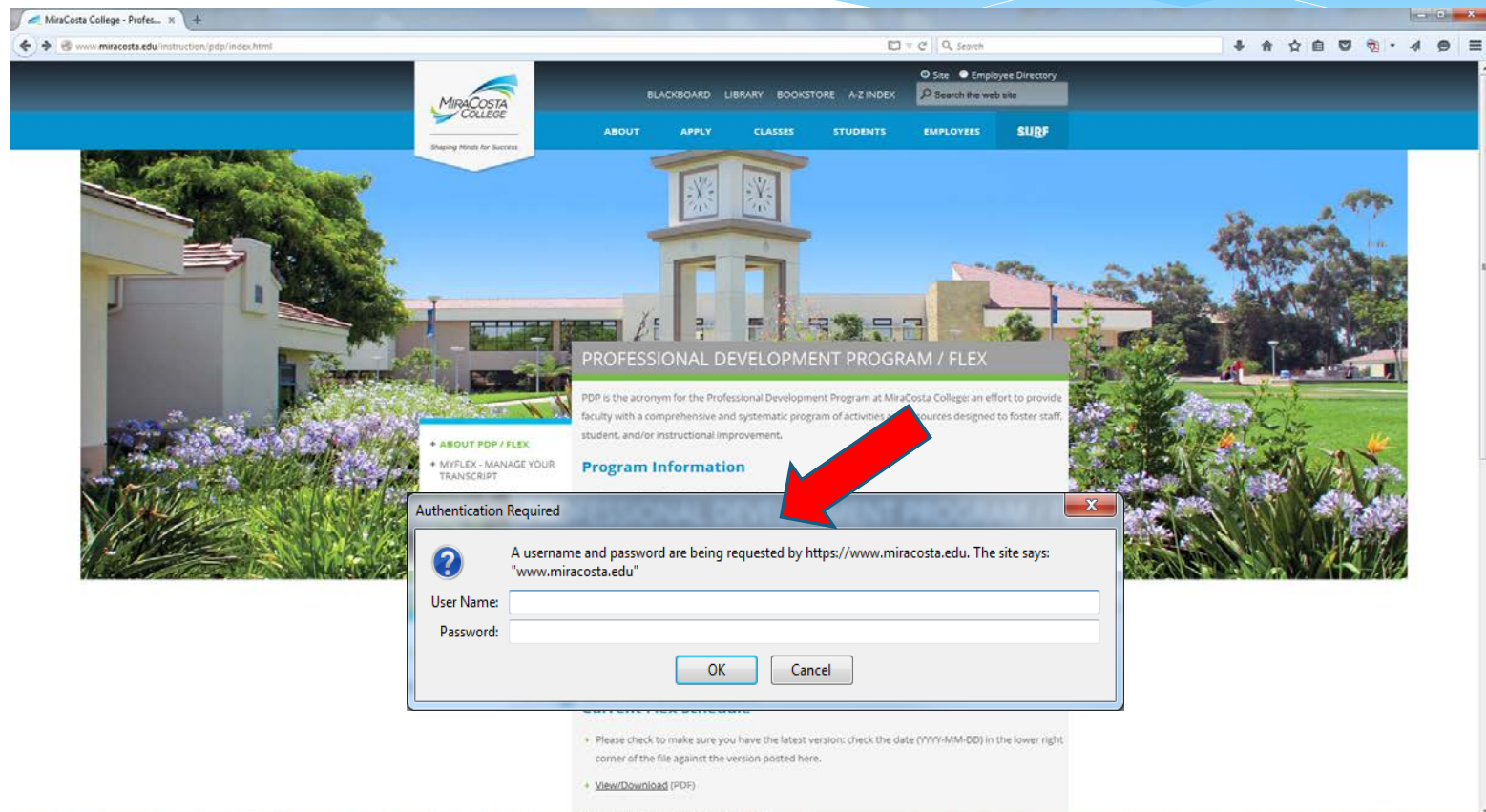


The screenshot shows the MiraCosta College website's Professional Development Program / Flex page. The page features a navigation menu at the top with links for ABOUT, APPLY, CLASSES, STUDENTS, EMPLOYEES, and SURF. A large banner image of the college building is at the top. Below the banner, the page is titled "PROFESSIONAL DEVELOPMENT PROGRAM / FLEX". The main content area includes a "Program Information" section with a link to the "Program Handbook" and a "Current Flex Schedule" section with a link to "View/Download (PDF)". A left sidebar contains a list of links: "ABOUT PDP / FLEX", "MYFLEX - MANAGE YOUR TRANSCRIPT", and "PROPOSE A FLEX WORKSHOP". A red arrow points to the "MYFLEX - MANAGE YOUR TRANSCRIPT" link.

[MYFLEX - MANAGE YOUR TRANSCRIPT](#)

# Sign-In to MyFlex

- \* You will be prompted to sign into the MyFlex System with your username and password



The screenshot displays the MiraCosta College website at the URL [www.miracosta.edu/instruction/pdp/index.html](http://www.miracosta.edu/instruction/pdp/index.html). The page features the college's logo and navigation menu. A red arrow points to an "Authentication Required" dialog box that has appeared over the "Program Information" section. The dialog box contains the following text:

Authentication Required

A username and password are being requested by <https://www.miracosta.edu>. The site says: "www.miracosta.edu"

User Name:

Password:

OK Cancel

# You have arrived at MyFlex!

- \* After signing into MyFlex, you will be on your personal MyFlex Transcript page
- \* You are now ready to record your PD/Flex activities

Professional Development Pro... x

https://www.miracosta.edu/apps/transcriptservice/index.aspx

MiraCosta College Flex v4.0

Transcript Workshops Record Facilitator

### 2015-2016 Flex Transcript for Deborah Adler

Filter by Term: 2015-2016 Print Transcript

#### Summary

Term Obligation Hours	0
Term Completed Hours	0
Workshop Hours	0
Other Professional Dev. Hours	0.0
Hours Due	0

#### POP and/or Classified Workshops

You haven't enrolled in any workshops for the selected year/term.

#### Other Pre-Approved Professional Development Activities

Title	Activity Type	Start Date	End Date	Hours	
Sample	Community and Cultural Events	08/26/2015	08/26/2015	3.0	X

# Want to Learn More?

Visit our [PDP/Flex](#) webpage for additional presentations about Professional Development / FLEX at MCC:

1. PDP @ MCC – Welcome
2. MyFlex @ MCC (this presentation)
  - ❖ What is MyFlex?
  - ❖ How do I find it?
  - ❖ Who can I contact?
3. Recording PDP/Flex Activities in MyFlex
  - ❖ PART ONE: Workshops
  - ❖ PART TWO: Other Pre-Approved PD Activities
4. Editing Your Transcript Entries in MyFlex
  - ❖ Edit a workshop
  - ❖ Edit a reflection statement
  - ❖ Edit supporting documentation
5. Requesting PDP Funds for Travel

# Contact Information

Please contact the PDP Office with your questions anytime!

- \* [Kelly Hagen](#), PDP Coordinator
- \* [Debby Adler](#), Administrative Secretary
- \* The PDP Office is on the Oceanside Campus ~ Room OC4605
- \* Mail Station 8C
- \* Phone: 760.757.2121 x6498
- \* Email: [pdp2@miracosta.edu](mailto:pdp2@miracosta.edu)
- \* Visit our [Website](#)