Two types of activities!

PART ONE: Workshops
* Approved and scheduled through PDP and must be flex-eligible for ALL MiraCostans
* Anyone can enroll in and attend these activities

PART TWO: Other Pre-Approved PD Activities
* Anything other than an MCC Workshop falls under this type of activity
* These are “blanket pre-approved” activities
Recording / Enrolling in PDP-Sponsored Workshops

* See slide presentation #2, “What Is MyFlex” on the PDP webpage for instructions on how to sign-into the MyFlex system

* Reminder, you will be defaulted to your Transcript page in MyFlex

* Once on this page, click the “Workshops” tab at the top right of the page
Recording / Enrolling in PDP-Sponsored Workshops (cont.)

* Here is the “Enroll in Workshops” page in MyFlex

* Search the list to see which ones you might be interested in attending
Recording / Enrolling in PDP-Sponsored Workshops (cont. ’)

* To learn more about a particular workshop you are interested in attending, simply click on the name of the workshop

* A pop-up window will appear with further details
Recording / Enrolling in PDP-Sponsored Workshops (cont. ’)

* To enroll... click on one or more of the boxes to the left of the workshop name

* Then, click on the “Submit Enrollment Request” button at the bottom right of the page
You’ve Done It!

* After you have submitted your enrollment request, you will be returned to your Transcript where you can see the enrolled workshops listed.

* If you’ve made a mistake, simply click the ‘x’ to the right side corresponding to that workshop and delete it; (more about that in slide presentation #4, ‘Editing Your Transcript Entries in MyFlex’)

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2015-2016 Flex Transcript for Deborah Adler

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Start Date</th>
<th>Program</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Projects: Setting Students Up for Success</td>
<td>08/17/2015</td>
<td>08/17/2016</td>
<td>2.0</td>
</tr>
<tr>
<td>Flex on Flex</td>
<td>08/17/2015</td>
<td>08/17/2016</td>
<td>1.5</td>
</tr>
<tr>
<td>Top Tip: Easier browsing &amp; Internet attraction</td>
<td>08/17/2015</td>
<td>08/17/2016</td>
<td>1.0</td>
</tr>
</tbody>
</table>

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Other Pre-Approved Professional Development Activities

<table>
<thead>
<tr>
<th>Title</th>
<th>Activity Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample</td>
<td>Community and Cultural Events</td>
<td>08/06/2015</td>
<td>08/26/2015</td>
<td>3.0</td>
</tr>
</tbody>
</table>
There’s More...

To learn how to ‘Record’ Other Pre-Approved Professional Development Activities, see PART TWO of this slide presentation:

Visit our PDP / FLEX webpage
Visit our PDP/Flex webpage for additional presentations about Professional Development / FLEX at MCC:

1. PDP @ MCC – Welcome
2. MyFlex @ MCC
   - What is MyFlex?
   - How do I find it?
   - Who can I contact?
3. Recording PDP/Flex Activities in MyFlex
   - PART ONE: Workshops (this presentation)
   - 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
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
* Visit our Website