



It's That Time Again!



2004-2005 FLEX CREDIT

All Flex Information is online at www.flextrack.org

No contract to fill out!

WORKSHOPS & ON CAMPUS EVENTS:

1. Go to the Calendar section at flextrack.org.
2. Select an event and click on "Sign Up" link.
3. Attend the event and print your name on the provided sign-in sheet.

INDIVIDUAL ACTIVITIES

1. Go to the Individual Activities section at flextrack.org.
2. Fill out the online form for your individual activity.
3. We will forward your plan to your dept. chair for their approval.
4. Complete your activity.
5. You are responsible for verifying completion of your activity. Individual Activities are listed on your "My Account" page.
6. Once completed, click the "Verify Completion" link next to the appropriate activity.
7. Send evidence of completion to Office of Faculty Affairs for all individual activities (per state regulations Title V Section 55727 & 55728).

FORGOT YOUR PASSWORD?

Retrieve username & password at www.flextrack.org

Direct all questions to: Debbie.McDowell@rcc.edu or call #222-8845

Thank You!