

A Brief Guide to Using the FLEX Reporter Software – updated 10/4/13

As of fall 2013 you will need to use a new “log on” procedure to access FLEX Reporter. Prior to logging on, you should know your AccessRio user name and your 9 digit Employer ID number. If after following the directions outlined below you are still unable to log on, contact Teresa Martinez @ (562) 463-3210 or tamartinez@riohondo.edu in the FLEX office (LR 126B) .

To find your Employer ID in banner:

1. Log into Banner/AccessRio
2. Go to the Faculty tab in "Banner", and then click on "Summary Class List"
3. You should see your 9-digit employee Id just to the left of your name on this screen (the "Select Term" screen).

A. To find log into FLEX Reporter

- Navigate your browser to the following URL: <http://www.flexreporter.com>
- Select "Rio Hondo" as your institution
- Enter your user name (this should be the same as what you use to log into AccessRio)
- Enter in your password –this is your 9 digit Employee ID (if you’d like to re-set your password, see the instructions below*)

B. Submitting an Individual FLEX Plan: Before you can input any activities, you must submit an individual FLEX plan.

Full time faculty must do this once an academic year; part-time faculty must do so each semester. Click on “FLEX Activities”, then “Create and Submit a FLEX Activity Report.” You will then be asked to indicate your broad objectives for FLEX for the semester and the general types of activities which you plan to complete to satisfy your FLEX obligations (click on whichever options are applicable to you). Click in the check box to indicate that you have read the provided information about your FLEX obligation, then click Save.

C. Submitting a FLEX Activity: From the home page, click on “FLEX Activities”, then “Create and Submit a FLEX Activity Report.” If you have submitted activities to the software at any time in the past, it will ask you if you would like to copy the details of a previously-submitted activity into a new form. The first time you use the software you will not be given this option. Fill in the requested information, being sure to follow the instructions provided. You do not need to enter an End Date unless your activity was spread out over multiple days. Click Submit when you have completed the form. If you are requesting more than 6 hours per day for a given activity you must provide Teresa Martinez with a copy of the agenda for the event. Otherwise, you are responsible for keeping copies of any documentation of your FLEX Activities for 3 years in the event of an audit. If you have chosen an activity type from the approved list of FLEX activities, your activity will be put into a “pending” status until it is reviewed by the FLEX office, at which time you should receive an email indicating whether or not your activity has been approved. If you submitted an activity which was not on the approved list (that is, you selected “Other” for your Activity Subcategory) your activity will need to be reviewed by the FLEX Committee before it can be approved. You generally do not need to submit a FLEX report for any on-campus activities for which a sign-in sheet is provided unless it occurs after the FLEX due date for the semester.

D. Viewing your FLEX Hours Summary: From the FLEX Reporter home page, click on “Your FLEX Hours Summary.” You will see your activities summarized and the credit provided for each, and 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.

***Resetting and/or finding a lost password:**

1. Go to <http://www.flexreporter.com>, then, click the link under the section titled "Forgot your password?"
2. Enter your username and complete Rio Hondo email, then click "Submit."
3. A new password will be sent to your email account. Log in to the software using the new password.
4. Change your password to something easier to remember, following the instructions above. Your "current password" is the one you just received by email.

Remember, all FLEX Documentation is processed online via our FLEX Reporter Software!

Online Reporting Features:

- No extra log-in/passwords as you access this via the Portal and simply click on the “FLEX REPORTER” logo on the Faculty page
- -24/7 ability to:
 - Review obligated hours for the semester
 - Submit Individual Plans and Activities
 - Review Summary reports of accepted activities

Other Essentials...

- ➔ On campus group activities (i.e. FLEX Day workshops) with sign-in sheets are sent to the FLEX Office for direct entry into your Report by Teresa Martinez.
- ➔ You still need to keep back-up documentation for 3 years in case of an audit and send in an agenda if you want to claim more than 6 hours in a day.

Important Notes:

- To maintain the integrity of the electronic signature, it is essential that faculty access reports and submit activities themselves.
- Individual Self-Documentation forms will be returned to faculty for input into the online system.

**Please contact Teresa Martinez
(LR 126B, ext. 3210 or tamartinez@riohondo.edu) with any questions and/or for
assistance with using the system.**

