**A Brief Guide to Using the Flex Reporter Software (as of July 2025)**

**Logging in to FLEX Reporter:**

Navigate your browser to the following URL: <https://rio.flexreporter.com>

Enter your user name (this should be the same as what you use to log into AccessRio)

Enter your password – If this is the first time you have used FLEX Reporter, this is your 9 digit Employee ID   
(see below). Otherwise, enter the password for Flex Reporter you have used in the past. (It is likely NOT the same as your AccessRio password!) If you do not know your password, (first time users or otherwise), click on the “Forgot your password?” link, type in your username and Rio Hondo College email address(including @riohondo.edu), then click “Submit”. An email will be sent to your Rio Hondo email account with a password you can use to access FLEX Reporter. You may change this password later by following the information below.

If, after following the directions outlined above you are still unable to log in, contact Brenda Moran @ (562) 463-3210 or [bmoran@riohondo.edu](mailto:bmoran@riohondo.edu) in the FLEX office (LR 126B) .

**Viewing your Flex Hour Summary:**

A brief summary of your progress towards completing your Flex obligation appears on the home page. Click on the link to view a more detailed summary to see a more comprehensive list of all activities for which you have received credit as well as activities which are pending review. Flex hour obligations are generally entered into the system shortly before or after the beginning of each semester, so they may be unavailable prior to these times.

**Submitting a 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. On the homepage you will see a link which says “Click here to view your Flex plan.” After clicking this link 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 by selecting whichever options are applicable to you. Verify that your employee information is correct, click on the check box at the bottom of the page to indicate that you have read the provided information about your Flex obligation, then click “Submit”.

**Submitting an Individual Flex Activity:**

From the home page, click on “Flex Activities.” If you have submitted activities to the software at any time in the past, you will see the activities you have submitted over the past several terms. You may create a new activity from scratch by clicking the “New Activity” button; alternatively, you may duplicate an activity your have previously submitted by clicking on the activity, then clicking “Duplicate” Note that, if you have not completed a Flex plan, you will be redirected to complete it before you enter any activities.

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 and end date, and the Flex Office may request that you provide them 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 begun writing an activity but are unable to complete it, click “Save”, and you may come back and resume your work at a later time (see instructions below). You must enter a basic description and a start date to save. Once you have completed all the required information for your individual activity, click “Submit”. 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 submit an activity which is not on the approved list (that is, you selected “Other” for your Activity Type) 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 FLEX Day activities or other activities for which a sign-in sheet is provided, unless it occurs after the FLEX due date for the semester.

**Completing a Saved Flex Activity and Making Other Changes:**

To complete an activity which you previously saved but did not submit, click on “Flex Activities” on the home page. Find the activity (its status will indicate that it has been saved), click on it, then click on the “Edit” button. You may edit or delete any activity in the same way, so long as it has not yet been approved by the Flex Office, after which it cannot be changed except by contacting the Flex office directly.

**Changing your Password:**

After logging in Flex Reporter, click the link which says “Change Your Password”. Enter your new password twice, then click submit. The new password should be used for all future log ins.

**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).

**Remember, all FLEX Documentation is processed online via the Flex Reporter Software!**

**Online Reporting Features:**

**24/7 ability to:**

* + - **Review Flex obligations for the semester**
    - **Submit individual plans and activities**
    - **Review summary reports of your activities**

**Other Essentials**

**On campus or online group activities (i.e. FLEX Day workshops) with sign-in sheets are sent to the FLEX Office for direct entry into your Report by Brenda Moran.**

**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.**

**To maintain the integrity of the electronic signature, it is essential that faculty access reports and submit activities themselves.**

**Please contact Brenda Moran (in Room LR 206, at ext. 3210 or bmoran@riohondo.edu) with any questions and/or for assistance with using the system.**