MyFlex @ MCC

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

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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, use the drop down menu by hovering over the ‘Employees’ tab and then click on the link for PDP/Flex
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
Sign-In to MyFlex

* You will be prompted to sign into the MyFlex System with your username and password
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
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
Please contact the PDP Office with your questions anytime!

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