

# FlexTrack Instructions

1. Go to <http://ccentral.sbccd.cc.ca.us>, click on the "Login" button, and enter your **Campus Central** login information and click "Login." On the left, find the "Faculty Menu," expand it, and click on "FlexTrack"

OR

1. Go to <http://ccentral.sbccd.cc.ca.us/Forms/Faculty/FlexTrack/>
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2. On the **FlexTrack** login page, you'll see the Guidelines for Flex Calendar Obligation. After reading the guidelines, go to the bottom of the page. If you logged into **Campus Central** click on the "Next" button, otherwise enter your **Campus Central** login information and click "Next."

3. If you haven't started an Application for this year yet, it will ask you to confirm your Division, Department, and the number of Hours you are required to complete for your Flex Calendar Obligation. When done, click on "Next."

**Note:** Your name is pulled from **LeavTrak**, so please contact **Payroll** if you need to change it.

**Note:** Your e-mail address is pulled from **Campus Central**, so change it there if you need to.

4. On the "**Summary**" page, you can view your faculty information, number of hours required, if your revised hours have been approved or not, how many hours you have submitted, and how many hours have been accepted by the Committee. At the bottom, you'll see a list of your activities, and their current status. At any time, if you need to see the Guidelines again, click on the "**Guidelines**" tab. From this page, you can:
  - a. **Add a New Activity** by clicking on the "**Add Activity**" link on the bottom right of the page. You will be taken to a form where you can enter a description of the activity, what dates this activity occurred on, how many hours this activity took (max of 6 hours a day), the location of this activity, and how this activity meets the Guidelines for Flex Calendar Obligation. When you're done, you can either click on "**Save**" to save your entry, or "**Submit**" to send it to the Committee. If you save your entry, you can later submit it by **Editing a Saved/Returned Activity**. If you don't want to save or submit the activity, just click on the "**Summary**" tab at the top to return to the "**Summary**" page.
  - b. **Edit a Saved/Returned Activity** by clicking on the "**Edit**" link next to the activity you want to edit. You can only edit an activity if it is "**Saved**" or "**Returned**." The form displayed allows you to edit the activity, and if you think its ready, you can click on "**Submit**" to submit it to the Committee. Otherwise, you can "**Save**" it again. If you don't want to save or submit the activity, just click on the "**Summary**" tab at the top to return to the "**Summary**" page.
  - c. **View a Submitted/Accepted Activity** by clicking on the "**View**" link next to the activity you wish to view. You can only view an activity if it is "**Submitted**" or "**Accepted**." After viewing the activity, you can go back to the Summary page by clicking on the "**Summary**" Tab at the top.
  - d. **View a previous Application** by selecting an application in the select box under "**Available Applications**" and clicking on "**Submit**."
  - e. **Get an E-mail Summary of an Application** by first viewing the application you want an email of, then clicking on the "**E-Mail Summary**" link on the bottom left of the page. FlexTrack will then send a summary of your application to the address registered with **Campus Central**.
5. When you're done, click on the "**Logout**" link in the upper right corner of the page. You will be asked if you want an E-Mail summary of the current application. After you choose "**Yes**" or "**No**," you will be logged out. You may then close the window.

**Remember:** The Committee will only review **Submitted** activities. If you don't submit your activities, the Committee will never review them.