The Instructional Improvement (Flex) website may be accessed from Continuing Education Faculty Web Services at https://cefaculty.sdccd.edu by selecting the “Flex” button.

Faculty can obtain their College System Identification (“CSID”) number by clicking on the “Get your CSID” button above.
After selecting the “Flex” button from CE Faculty Web Services, the Flex Welcome page displays. On the blue menu bar above, faculty can then select to view the Guidelines page, view their flex Contract (“Your Contract”), register for Workshops (“Workshop Registration”) and submit Independent Projects.
The Guidelines page provides information on the flex obligation for contract and adjunct faculty, instructional improvement activities examples, flex days, flex deadline dates, independent projects and other important information.

The Guidelines page is not a password protected page.

Faculty can view their flex obligation by clicking on “Your Contract” above.
Faculty are required to sign-in to Flex using their 7-digit CSID number and password (and clicking “Enter”) to view: Workshop Registration, Your Contract and Independent Projects. Use the same password in all Faculty Web Services applications (CAV Summary, Attendance/Grade Roster and Flex).

Faculty can also obtain their CSID by clicking on the “Obtain CSID” button above.

NOTE: Only faculty with active assignments will be able to sign up for workshops using this system. Staff who wish to participate in an instructional improvement (flex) activity should contact the Office of Professional Development.

If you have questions about the workshops, please contact the Office of Professional Development. It is very important for you to provide an email address on your Contract page since the status of any independent project you submit will be via email.
"Your Contract" is a summary of your flex activity. The first time you access your flex contract for the term, your obligation will be posted under “Obligation Hours” (example above displays Fall flex obligation=7.00 hours). “Current Workshop Enrollment” and “Current Independent Projects” will be blank until you enroll in a workshop or submit an independent project proposal.

“Contracted Hours” is zero for both “Enrolled” and “Attended” since this faculty member has not enrolled in any workshops or submitted any independent projects yet.
Select “Workshop Registration” on the blue horizontal bar to view the workshop list.

Ensure your District e-mail address is listed and a number where you can be reached. After updating your District e-mail address and telephone number, then click the “Submit” button.
Workshop Registration is a listing of all workshops offered by the six Continuing Education campuses. Workshops can be selected based upon the “Campus” location or “Workshop ID” and then clicking the “GO” button. For example, this is a sample listing of workshops offered at West City. Columns can be sorted in ascending/descending order using the red arrows.

Any workshops that have reached their enrollment capacity are indicated by “Full” in the “Enroll Me!” column.

Detailed information regarding a workshop may be found by clicking on the workshop title.
After clicking on the workshop title, the following detailed information will appear. To return to the Workshop Registration list, click the “BACK” button. Click the “Add” button to enroll in this workshop.
To enroll in a workshop, check the box next to “Enroll” then click the “Add” button. Use the “Clear” button to remove enrollment selections and start over. Multiple workshops may be added at one time (see checked boxes). As a reminder, any workshops that have reached their enrollment capacity are indicated by “Full” in the “Enroll Me!” column.

By clicking “Add” the four workshops, 1123, 1143, 1149 and 1210 are added to the faculty contract if no date/time conflict exists.
After selecting the workshops you wish to enroll in and clicking on the “Add” button, the following “Enrollment Confirmation” page appears. Please confirm your contact information and update if necessary. In addition, if there are any date/time conflicts with any of the workshops, an error message will appear, as it does for workshop 1210 above.

Click “Continue” and you will be brought back to Workshop Registration on the next screen. You will notice that once you enroll in a workshop, that workshop is no longer available on the Workshop Registration screen for you to enroll in.
After clicking “Continue” you are brought back to the Workshop Registration screen. The workshops (1123, 1143 and 1149) you enrolled in no longer show on the Workshop Registration screen.

Click on “Your Contract” on the blue menu bar to view how the workshops you enrolled in are displayed there.
Go to “Your Contract” to view how the workshops you enrolled in are displayed. You have the ability to drop the workshops (“Drop” column on left) by checking the workshop and clicking the “Submit” button.
After you have attended a workshop, go to “Your Contract” and on the “Attended” column on the right, mark your workshop as attended by checking the “Yes” button and then click the “Submit” button.
After you have marked the workshop as “Attended” the above box will appear. Click “OK” and the electronic signature screen will display.
Type your name to verify your attendance at the workshop then click the “Submit” button.
“Your Contract” shows the application of “Attended” workshops (2.00) and the change in the “Hours Due” from 7.00 to 5.00.

After attending a workshop, it is important to mark it as “Attended” to ensure flex credit is received and applied to your flex contract.
The first time you add an independent project for a new academic year, the Project Add/Edit screen will display. Select from the “Project Type” drop down menu of project activities.

Click the “Help” button for additional information.
To submit an Independent Project, faculty should select the Type of Independent Project. Once you have selected a project type, examples of project activities will display. Complete all required information: title, start date, end date, planned hours and a complete description of the project.
Prior to submitting the independent project, faculty are required to type their name as certification of the work to be completed and click the “Submit” button.

Important: if you click the “Save” (instead of “Submit”) button, the information is SAVED and not Submitted. You can access the Saved independent project later to complete the required fields and SUBMIT the project.
After Submitting your independent project, the project confirmation screen displays. As a reminder, please verify your District e-mail address is current. Click the “Continue” button to go to your Independent Project summary screen.
To add another independent project, click the “Add” button and the Project/Add Edit screen appears.

As a reminder, detailed information regarding the online independent project process may be found by clicking the “Help” button from the Independent Project page.

After adding your independent project, click on “Your Contract” and you will see the Independent Project on your contract.
The independent project you entered appears on your flex contract with a status of “In Process.” “In Process” means the project is being reviewed by the Dean of Professional Development. You will receive email notification once the independent project has been placed into “Input” status and you can proceed with the independent project.

If your independent project needs to be reviewed by the Program Dean (Status="See Program Dean"), you will also be notified via email. After review by the Program Dean, you will receive an email update on your project status.
After the independent project has been placed in “Input” status and you complete the project, go to “Your Contract” and check “Yes” and click “Submit” to mark your project as **Completed**.

There is a “Cancel Project” option if you decide to cancel your independent project.
“Your Contract” displays all Workshops and Independent Projects as well as the status of each. Above is an example of a flex contract where the flex obligation hours have been met for the semester.

**Remember to mark Workshops and/or Independent Projects as Attended/Completed and click the “Submit” button to receive flex credit. Faculty who do not meet their flex obligation will have their pay docked for each hour that is not completed.**