Introducing the new Banner FLEX Credit Reporting System

Reporting your Flex and Independent Credits is now convenient and in 5 easy steps!!

ONLINE BANNER FLEX CREDIT REPORTING INSTRUCTIONS

1) LOG IN from MyCCSF Webpage: http://www.ccsf.edu/en/myccsf.html

![Image of MyCCSF webpage showing the option to 'Login to Web4']
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2) Enter your WEB4 USER ID and PIN information:

Web4: Student and Employee Online Information System

First Time Students:
If you have not submitted an application to the college yet, click on the following link to submit an Online Admissions Application: APPLY

Before you can login, you must have a Student ID number. If you have applied and received a student ID number in the mail, login with your ID number and six-digit birth date.

Continuing Students:
Use this system to register, make payments, view your academic records, financial aid, and personal information on file.

Low Enrollment Cancellations

Your PIN number is your six digit birth date unless you have changed it. Staff and Students who do not remember their PIN number should fill in the User ID and then click on the button titled “FORGOT PIN?” and answer their question. If you do not remember your answer and need instructions, click on the link located to the right. If you have additional questions, please email corrects@ccsf.edu

Employees:
Use this system to view benefits information, leave history and balances, job information, pay stubs; create requisitions and budget transfers; enter grades, view class lists, student information, educational plans; view and change personal information on file.

3) Click on Faculty TAB or on the “Faculty Services” Menu Item:
4) Click on the “FLEX Reporting” Menu Item/Link:

5) Click on “Submit Flex Day Activity” (for January 9th):

Click on January 9, 2014 Day Selection & utilize checkboxes to indicate the sessions you attended. SUMBIT your selections once complete. You will see your SUMMARY PAGE update under the “Submitted Flex Time” column. Once your time is approved, the column “Approved Flex Time” will update.

*As FLEX days/agendas are entered into Banner you will see your personal numbers for “Required Flex Time” and “Remaining Flex Time Required” adjust appropriately to include the entire Academic Year.