FlexTrack v2 Beta

URL: https://studentrcc.sharepoint.com/sites/ws/flextrack/

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FlexTrack v2 Overview

This FlexTrack v2 application was developed to replace the current FlexTrack system. The new FlexTrack application operates similarly to the current system but is cloud-based and mobile friendly. This new cloud-based version is hosted in our Microsoft Office 365 tenant and can be accessed from anywhere in the world, without the need of a VPN connection.

Accessing the new FlexTack Application

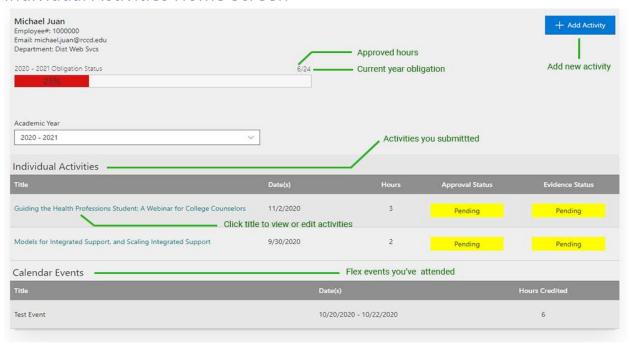
To access the new FlexTrack application, navigate to the following link:

https://studentrcc.sharepoint.com/sites/ws/flextrack/

At the login prompt, enter your RCCD email address and the password you use to access your RCCD email.

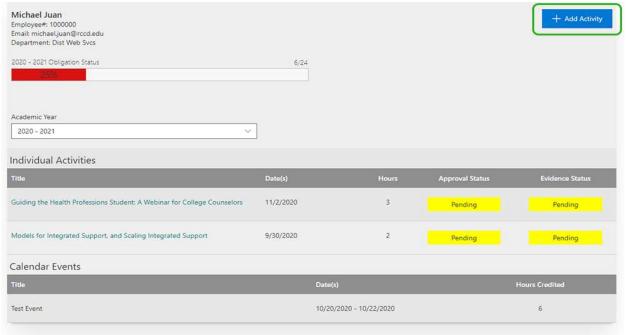
Once authenticated, you'll be redirected to the Individual Activities home screen.

Individual Activities Home Screen

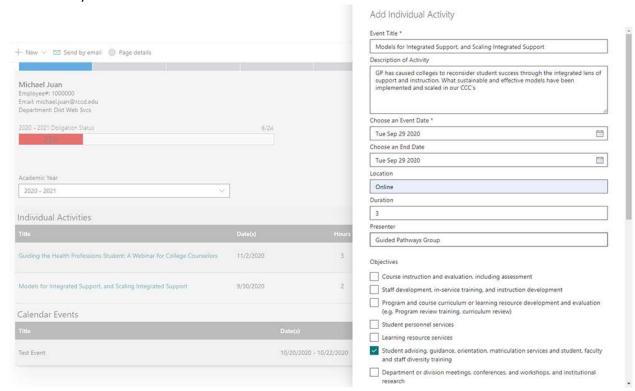


Adding Individual Activities

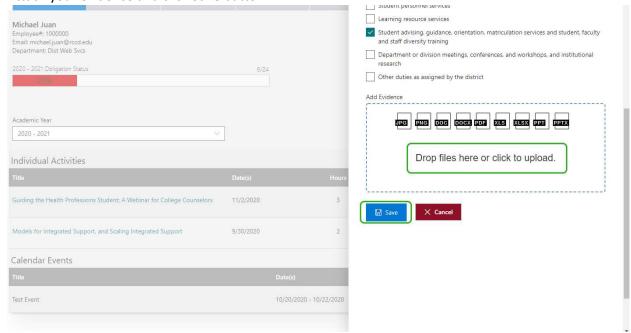
1) From the Individual Activities screen, click on the Add Activity button.



2) Fill in activity details



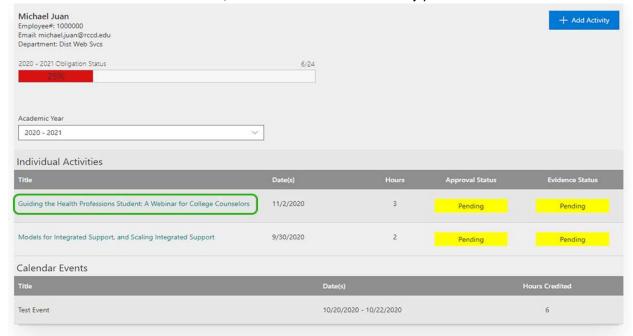
3) Attach your evidence and click **Save** button.



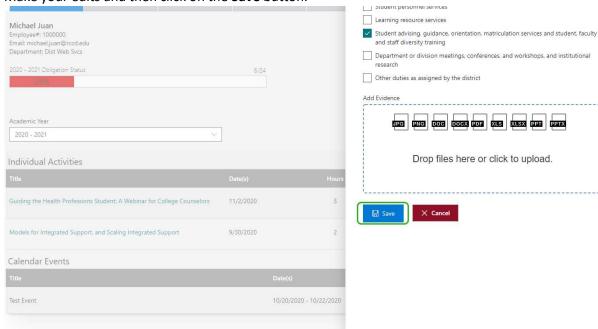
Editing Individual Activities

(Note: Activities can only be edited prior to being approved.)

1) From the Individual Activities screen, click on the **Title of the Activity** you wish to edit.



2) Make your edits and then click on the **Save** button.



Frequently Asked Questions

How do I access the new FlexTrack application?

The new FlexTrack application can be accessed via our District Office 365 portal at https://studentrcc.sharepoint.com/sites/ws/flextrack/

When I try to access the FlexTrack application I get "You do not have access to this application." What should I do?

If you get the message above, chances are your account or role have not been setup. Contact your college administrator and have them verify your role or create an account for you.

College Administrators:

Moreno Valley College - Sabina.Fernandez@mvc.edu

Norco College - Nicole.Brown@norcocollege.edu

Riverside City College - Melinda.Miles@rcc.edu