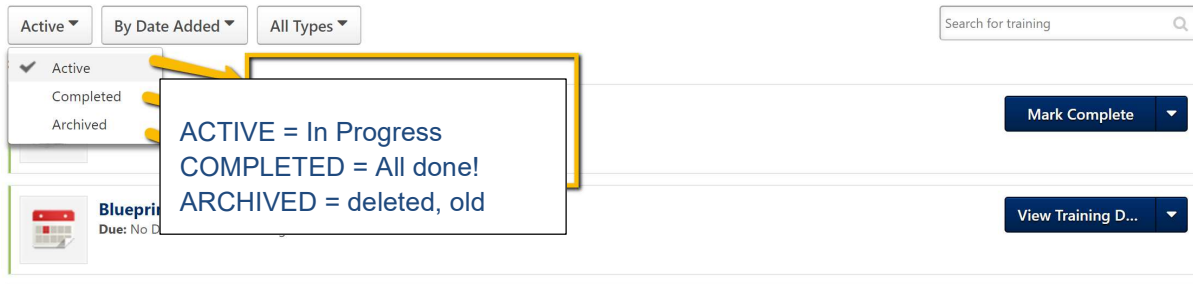# Your FLEX Training = Your Learning Transcript

Just like our students have transcripts, you too have a learning transcript! To view your transcript, just go to *Learning* and then *My Transcript* OR go to *Home* and then *My Profile*. When you first access your transcript, it will be blank. You need to add training.
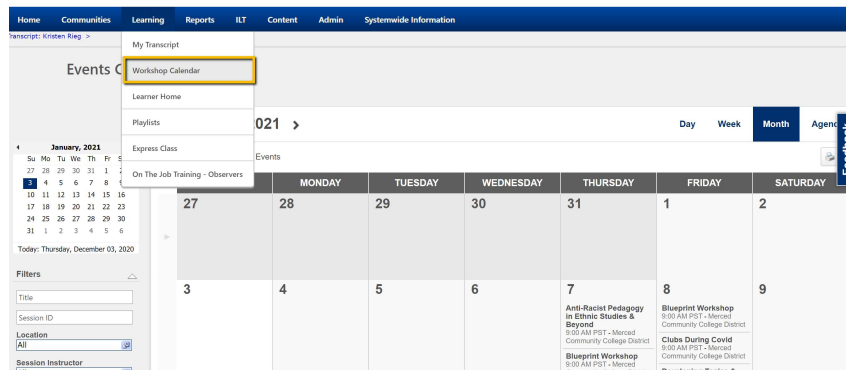

Adding Scheduled Workshops to Your Transcript

To add workshops/trainings to your transcript you need to find them and register (REQUEST) for them.

Request Workshops

Go to LEARNING and then WORKSHOP CALENDAR. On the workshop calendar you will see all of the workshops that are being offered.

You can change your view to Day, Week, Month, or view it as an Agenda.   On the calendar you can hover over a workshop to see more details. Here is a look at the agenda view:

Events Calendar

To register for one of the workshops, click on a workshop and you will see the screen to **REQUEST** the training.

Click on **REQUEST** training and the training will be added to your transcript.

Workshop is Full: Waitlists

Workshops have a maximum enrollment. If the workshop is full you can be added to the waitlist. If you are on the waitlist and a spot becomes open, you will be automatically added to the workshop. Instructors will be able to increase the enrollment maximum if they choose to accommodate more people.

Cancel (Withdraw) From a Workshop

If you have requested or registered for a workshop and would like to cancel your registration you can "withdraw" from the workshop by clicking on Withdraw. If your workshop is still pending Withdraw will be the first action button, but if you are registered for the workshop Withdraw will be in the drop-down menu.

Remove Workshop from Transcript: Archive

To remove a workshop from your transcript that you have withdrawn from you will need to select "view training details" and then "move to archive". Archived training is NOT included in your completed hours. Training should only be archived if it was a mistake or it is very old.

Reactive Accidentally Archived Training

If you accidentally archived a training you can reactivate it! Just click on the training in Archive and select "Restore From Archived Transcript."

Adding the Workshop to Your Calendar

After you register, you can add the workshop to your calendar by going to "View Training Details" and clicking on "add to calendar".

Completing the FLEX Workshop

Your attendance will be marked in the system by either the workshop Instructor or the FLEX Coordinator. Upon completion, you will be asked to complete a short 3-question evaluation. If your workshop attendance has not been marked please contact the FLEX Coordinator at flex@mccd.edu and we can mark your attendance as completed.