How To Check Your Flex Summary On WebAdvisor

**Step 1:** Log into MyBC (mybc.butte.edu)

**Step 2:** Click on the “Access WebAdvisor” link as shown below:

![Access WebAdvisor](image1)

**Step 3:** Click the “Faculty Information” menu option as shown below:

![Faculty Information](image2)
Step 4: Click “Flex Workshop Summary” from the menu options as shown below:

Step 5: Choose the contract for which you want to view your flex summary:
Step 6: Review your summary. Follow instructions on the page to submit corrections to the professional development office:

If you would like to submit corrections to the summary below, please fill out the Faculty Info Corrections spreadsheet and email it to the professional development faculty coordinator (Click here if you don't know who that is).

Please note that filling out and sending in the spreadsheet does not guarantee that your requested changes will be applied. All changes will be reviewed by the Professional Development office and applied only once the changes are verified.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Contract Year</th>
<th>Workshop ID</th>
<th>Title</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Attendee/Present</th>
<th>Credited Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3221877</td>
<td>Shirliegh B. Brannon</td>
<td>2013-2014 Contract Year</td>
<td>902</td>
<td>Dept Meeting</td>
<td>Chairs and coordinators will inform faculty of locations and...</td>
<td>09/20/13</td>
<td></td>
<td>Attendee</td>
<td>2.60</td>
</tr>
<tr>
<td>292</td>
<td></td>
<td></td>
<td>239</td>
<td>Faculty/Staff Rights &amp; Student Due Process</td>
<td>Student discipline problems are on the increase, and the number...</td>
<td>08/19/13</td>
<td>08/13/13</td>
<td>Attendee</td>
<td>1.50</td>
</tr>
<tr>
<td>196</td>
<td></td>
<td></td>
<td>206</td>
<td>Creatif Enact! Reflected! Creative Drama Goes to College</td>
<td>Creative drama is an interactive, process-focused approach to...</td>
<td>08/19/13</td>
<td></td>
<td>Presenter</td>
<td>3.60</td>
</tr>
</tbody>
</table>

Total Hours: 8.50
Basic Requirement for Year (or a % based on reassigned time): 72.00
I confirm that the summary above is complete and accurate.

Leave the above checkbox unchecked if the summary is not accurate and contact professional development.