

Quick Reference Guide – FLEX Course Assignment Upload

The information provided in this document is intended as a quick guide for how CE administrators with an active subscription to use the FLEX platform as their course delivery method can download and upload the FLEX course assignments template directly on the FLEX platform.

For delivery via FLEX Platform

When you are ready to assign courses to your users, please download and fill-out the “FLEX Course Assignment Template” spreadsheet. Please use the “FLEX Catalog Reference” to get the course title and course ID (see screen shots below).

Financial Learning Experience

Active

Past

Distribution Type

FLEX

FLEX Catalog Reference

Access Degreed Now

Status

Available

UPLOAD USERS

License Type

Library License

UPLOAD COURSE ASSIGNMENTS

Completed By

FINRA

SUBMIT IDEA

Profile Search

7/7

Financial Learning Experience

Back to Dashboard

Upload the course assignments for the firm's users.

If you require additional assistance, please reach out to flex@finra.org.

Drag and drop files here or browse

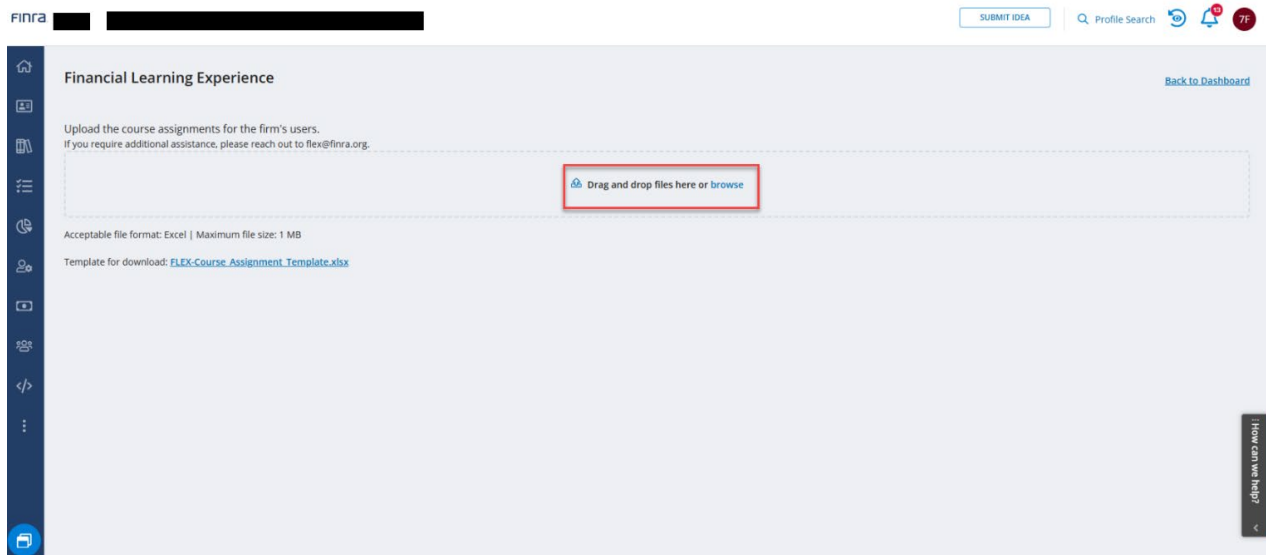
Acceptable file format: Excel | Maximum file size: 1 MB

Template for download: FLEX-Course Assignment Template.xlsx

	A	B	C	D	E	F	G
	First Name	Last Name	Individual CRD#	Assigned Course Title	Assigned Course ID	Course Due Date (Use format YYYY-MM-DD Eg: 2025-12-31)	
1							
2							
3							

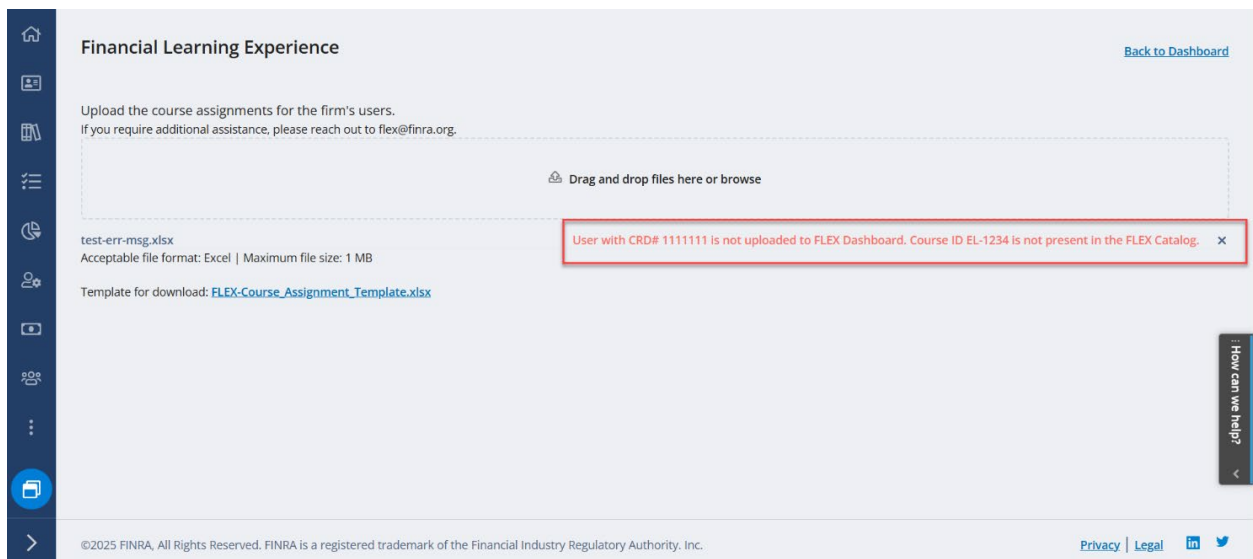
Course Assignment Template

Once completed, upload it back onto the FLEX dashboard (see screen shot below). Within 24 hours your users will be able to access their Firm Element assignments from their Financial Professional Gateway (FinPro Gateway™) account.

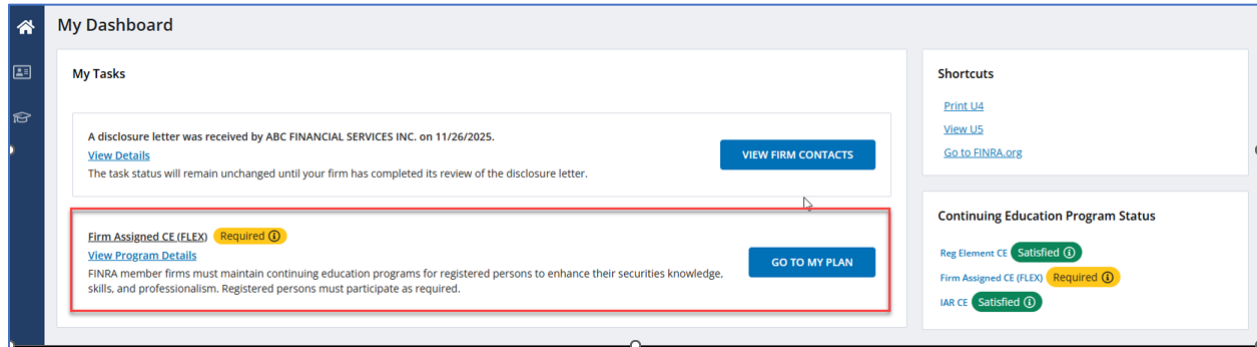


If there are errors in the file upload, you will receive an error message on the bottom right of the screen (see screen shot below). You can correct the errors on your template and re-upload again to the dashboard.

If you receive an error that one of your users is not uploaded to the FLEX dashboard, it means that you need to upload that user first, prior to uploading the course assignment template. Please refer to the "[FLEX User Upload](#)" quick reference guide.



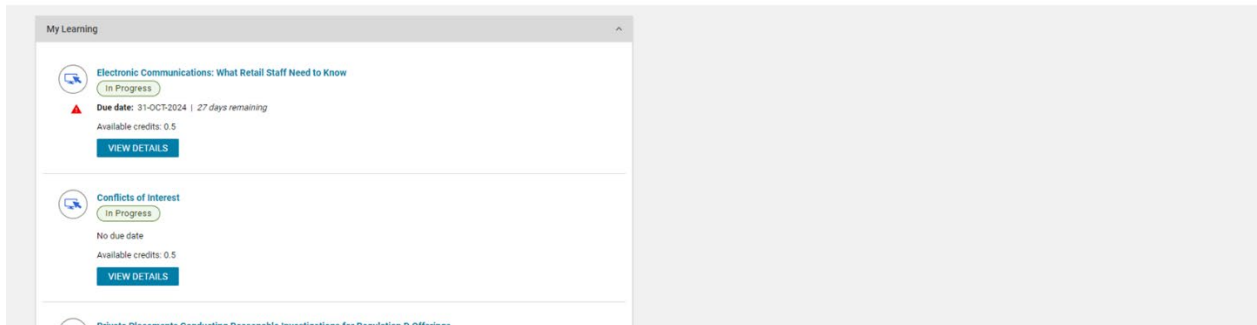
Once users have logged into their FinPro Gateway account, they will be able to access their assigned courses through a “Firm Assigned CE (FLEX)” link under the My Tasks section (see screen shot below).



After clicking the link, users will be brought to their learning plan page on the FLEX delivery platform which will display their assigned courses and their corresponding assigned due dates.



On this page, you will find a list of Firm Element courses that have been assigned to you by your firm, as well as any applicable Regulatory Element courses that are currently in progress. Simply click on the course you want to complete. If you require additional information about the Firm Element courses that have been assigned to you, please contact your firm's training manager or send an email to [flex@finra.org](mailto:flex@finra.org).



**NOTE:** Any Regulatory Element CE courses that the user has in progress will also appear on this page.

Please upload any additional course assignments using the same template and method. For course removal requests, send an email to [flex@finra.org](mailto:flex@finra.org).

FLEX Notifications

You may opt-in to send FLEX assignment notifications and completion reminders from the “Firm Settings” on FINRA Gateway.

▲ FLEX – Financial Learning Experience Notifications

[View Change History](#)

Provides the capability to send email notifications to users in various time increments.

☐ Opt-in

Send due date reminder emails on the following schedule:

☐ 2 weeks before

☐ 1 week before

☐ 1 day before

☐ 1 day past due

Send status change emails on the following status:

☐ Course assigned

☐ Course completed