



VICTOR CENTRAL  
SCHOOL DISTRICT  
Technology Department

## ACCOUNT SETUP FOR NEW COACH (non-VCS employee)

- **New coach completes/signs AUP form in Athletic office**
- **Athletic office scans & emails completed form to [TechHelp@victorschools.org](mailto:TechHelp@victorschools.org)**
- **Technology Dept emails Athletic Dept with login instructions for new coach**
- **Athletic Dept contacts new coach to come in to Athletic office to log on and change password**

*NOTE: Coaches do not get access to Schooltool*

