### STEP 1: Log into Oracle – Click on Manager Self-Service New

	DISD AP Inquiry 001	Worklist				
	DISD Budget Revision Approver 001					
	T DISD Budget User 001				Full Liet	(1E)
L	T DISD Campus/Org Inquiry and Reports				Full List	(13
	DISD Contractor Management	From	Type 📥	Subject	Sent	D
	DISD Employee Self-Service	TILLERY, VICKIE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201	8
	DISD Gift Enrollment Representative	JONES, LATASHA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201	8
	DISD GL Acctg Inquiry Reports 001	HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201	8
	DISD GL Budget User 001	MENDOZA MARQUEZ, AARC	N DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201	8
	DISD Grants Accounting Inquiry Reports	HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201	8
Ì	🚹 🕀 🛅 DISD HR Principal/Dept Head 001	HOCKMAN, LEANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201	8
	🕀 🗀 DISD I-Procurement User 001	COY, LAURA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201	8
	🖽 🚞 DISD Manager Self-Service New	GARCIA CHAVEZ, SYLVIA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201	8
	DISD Online Evaluation Appraiser	VALLES, CINDY	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201	8
	T DISD Online Evaluation Supervisor	ROBERTS, SCOTT	DISD HRMS Self-Service	Please approve or reject the request.	03-Apr-201	8
	DISD OTA Leguine Reports	HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201	8
	DISD OTA Inquiry Reports	TAYLOR, CATHERYN	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201	8
	Service	BELLEW, MIKE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201	8
	DICD OTL Approve Timespreds 001	BELLEW, MIKE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-201	8
		ESPINOZA, STEPHANIE	Requisition	Purchase Requisition 1236451 for ESPINOZA, STEPHANIE (1,209.50 USI	) 04-Apr-201	8
	DISD OTL SUPPL Supplemental Pay 001	TIP Vacation Rules - Red	rect or auto-respond to no	tifications.	a compression	
	DISD Requisitioner/Requisition Approver	<b>TIP</b> Worklist Access - Spe	cify which users can view	and act upon your notifications.		

## STEP 2: Click on Academic & Athletic Coach Designation

DISD Manager Self-Service New					
All Actions Awaiting Your Attention	Worklist				
Change Employee Work Hours					
My Employee Information				Total Land	A (4 E)
Worklist		1		Full List	(15)
DICD Manager Ethnicity and Dage	From	Туре 📥	Subject	Sent	Due
DISD Manager Etimicity and Race	TILLERY, VICKIE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-20	18
DISD 4 Day Work Week Setup	JONES, LATASHA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-20	18
DISD Employee Charitable Donations	HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-20	18
Report	MENDOZA MARQUEZ, AARC	ON DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-20	18
DISD Manager Overtime Request	HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-20	18
DISD Manager Overtime Report	HOCKMAN, LEANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-20	18
DISD Principal Appraisal	COY, LAURA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-20	18
DISD Teacher Certification Report	GARCIA CHAVEZ, SYLVIA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-20	18
DISD Class Waiver	VALLES, CINDY	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-20	18
DISD Approve Timecards	ROBERTS, SCOTT	DISD HRMS Self-Service	Please approve or reject the request.	03-Apr-20	18
DISD Admin Transfers	HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-20	18
DISD TEI Summative Performance	TAYLOR, CATHERYN	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-20	18
Evaluation	BELLEW, MIKE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-20	18
DISD TEI Scorecards	BELLEW, MIKE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-20	18
DISD - Notice of Intent Survey Results	ESPINOZA, STEPHANIE	Requisition	Purchase Requisition 1236451 for ESPINOZA, STEPHANIE (1.20	9.50 USD) 04-Apr-20	18
Report	TIP Vacation Rules - Red	irect or auto-respond to no	tifications.	100 000) 017 pr 20	10
DISD Time And Effort	TIP Worklist Access - Spe	cify which users can view	and act upon your notifications.		



STEP 3: Click on the search icon next to Enter Employee ID

3	
	Manager Self-Service New
Employee ID * Go Clear Se	Dallas Independent School District
Navigation Delete View Report	School Year 2018-2019
	✓TIP Only your direct reports are searchable

STEP 4: Click Go

				4	
•••			scbebsd501.dallasisd.org	g	
Search and	Select:				
					Cancel Select
Search					
To find yo Search By Results	ur item, select a filter it EmployeeNumber Search	em in the pulldown	list and enter a value to b	e text field, then select the "Go'	" button.
Select	Quick Select	Coach Name	EmployeeNumber	Assignment Number	Location/Org
About this	Page				
					Cancel Select



## STEPS 5: Select employee – Click Quick Select

	Search a	and Select:				
						Cancel Select
	Search	h				
	To find	l your item, select	a filter item in the pulldown list a	nd enter a value in the text fie	eld, then select the "Go" button	
	Search	By EmployeeNu	imber 🗘	Go		
	Poculi	he				
	Result					
					S Previous	1-10
	Select	Quick Select	Coach Name	EmployeeNumber	Assignment Number	Location/Org
	0		ADAMS, ALEXA JADE	82565	82565-2	001-ADAMS HS
	0	<u>.</u>	ALENT, ROBERT NATHANIEL	1210	1210-4	001-ADAMS HS
	$\overline{}$	<b>&gt;</b> 🐁	ALEXANDER, TIFFANY C.	68525	68525	001-ADAMS HS
-	0		ALLISON, ROBERT B	11425	11425	001-ADAMS HS
	0		ANDREZ, REGIS ALECIO SR	88108	88108	001-ADAMS HS
	0		ARMSTRONG, DONNELL LEI	82050	82050	001-ADAMS HS
	0		ASHMORE, GRANT	71645	71645	001-ADAMS HS
	0		BAKER, JONATHAN LEE	88253	88253	001-ADAMS HS
	0	-	BAYSON, CHRISTOPHER C	28752	28752	001-ADAMS HS
	0		BECKER, STUART	84857	84857-2	001-ADAMS HS
					S Previous	1-10
	1					

### STEP 6: Click Go

Note: ID will auto populate

	Manager Self-Service New
6 Employee ID * 68525 Go Clear Navigation Delete View Report	Dallas Independent School District DISD Academic Coach Designation Forms School Year 2018-2019  «TIP Only your direct reports are searchable



## STEPS 7 & 8: Choose a coach designation type – Academics, Robotics, Athletics Click Continue

DISD I	Manager Self-Service New	
12	navigator 🔻 🔒 Favorites 🔻	Diagnostics Home Logout Preferences
mployee ID	Pallas Indonendant Sabaal District	Logged In As: KASTL, RICHARD JOSEP
* 68525 🚽 🔍		Exit Continue
Go Clear	DISD Academic Coach Designation Forms	Exit Continue
lavigation	School Year 2018-2019	
Delete		
View Report	Employee and Supervisor Details	
	Employee Name ALEXANDER, TIFFANY C. Employee 10 58525	
	Assignment # 68525 Supervisor Name KASTL, RICHARD JOSEPH Email Address TIFALEXANDER@dailasisd.org Supervisor Phone (972) 502-4984	
	Location 001-ADAMS HS Supervisor Email RKastl@dallasisd.org Organization Name BRYAN ADAMS HIGH SCHOOL	
	Date Of Birth 26-Sep-1986	
	Coach Designation	
	Academic Coach Robotics Athletics	
	Designating Yeev Academic Coach     Cesignating Yeev Academic Coach     Replace/Update Academic Coach     Replace/Update Academic Coach     Replace/Update Academic Coach     Replace/Update Academic Coach	
	CPromotion	
	Demotion	
	<b>TIP</b> Click on Continue to Designate New/Replace Academic Coach	
	<b>TIP</b> Only your direct reports are searchable	
	Academic Coach	
	Dahotice Coach	
	D ROUGE COOM	
	Athletic Coach	
		Exit Continue

### **Summary of Selected Coaches**

Note: Option to review previous selections before designating additional coaches

≪TIP ≪TIP	* * Click on Contin	Design     Replace	iting New Aca i/Update Acad	Jemic Coach emic Coach lace Academic C	* () * () Xoach	Designating New Rot Replace/Update Rob	ootics Coach otics Coach	* Designa * Replace * Promot * Demoti	ating New Athlet e/Update Athleti ion on	ics Coach cs Coach		
	ademic Coac	h	e searchable									
Click	to view	Academ	ic Coach De	ignations								
Emple	Name	Employee	Email Adds		School	Event/Brogram	Effective Start	Effective End	Approval	Approved	Stipend	Coach
ALEXA	VDER, IY C.	68525	TIFALEXAND	ER@dallasisd.or	rg 2018-2019	ACADEMIC DECATHLON	01-Sep-2018	31-Dec-4712	Status	Date	100	Date
ALEXA	NDER, IY C.	68525	TIFALEXAND	ER@dallasisd.or	g 2018-2019	CHEERLEADER - VARSITY	01-Sep-2018	31-Dec-4712			100	
ALEXA	NDER, IY C.	68525	TIFALEXAND	ER@dallasisd.or	g 2018-2019	DRILL TEAM	01-Sep-2018	31-Dec-4712			100	
Click	to view	CS <u>T</u> Co	ach Designat Email Address	ions School Year	Event/Prog	Effective Start	Effective Er	nd Approva Status	al Appro	oved Stij Per	pend centage	Coach Sig
Emplo	Jee II										-	
Emplo Name No resi	ults found.											
Emplo Name No resi	Ill ID IID IID IID IID IID IID IID IID I	Athletic	Coach Desig	nations								
Emplo No resu Click 1	vee Lin ID ults found. hletic Coach	Athletic Employee ID	Coach Desig	nations School Year	Event/Pro	Effective Sta	rt Effective   Date	End Appro Status	val Appr Date	roved Sti	pend	Coach Si Date



### **STEPS 9-12 Overview**

Coach Designation Fe	orm									
DISD Coac	h Design Designat	ation For ing New	ms Acader	nic Coach	9		10	Ũ		Back
Coach Designation	Details									
							•	•		
	Employee ID	Full Name	Assign	ment # Email Address	Effective Start Da	te Org/Location Event	/Program	Percent(%) Dele	ete Add Row	
	68525	ALEXANDER,	68525	TIFALEXANDER@dallasisd.or	g	001-ADAMS HS	<u>ا</u> د	R 🔁 🔒	43	
<b>TIP</b> Click on Continu	ue to Designate I	New/Replace Aca	demic Coach		Continue					
										Bac <u>k</u>
					12					

### **STEP 9: Select Effective Start Date**

#### Note: Use September 1

If your selection is made after September 1, use the day of or next day

Effective date will be modified by the approver when back dating is required

Coach Designation Form	
DISD Coach Designation Forms Designating New Academic Coach 9	Back
Coach Designation Details	
······	
Employee ID Full Name Assignment # Email Address Effective Start Date Org/Location Event/Program Percent(%) Delete Add Row	
68525 ALEXANDER, 🔍 68525 TIFALEXANDER@dailasisd.org 01-Sep-2018 📄 001-ADAMS HS 🔄 🚽 🔍 🚺 👘	
TIP Click on Continue to Designate New/Replace Academic Coach	
	Bac <u>k</u>



### STEP 10: Click on the search icon next to Event/Program

## Select Competition – Robotics Program – Sport

DISD Coach Designation Forms Designating New Academic Coach Coach Designating New Academic Coach TUP Click on Continue to Designate New/Replace Academic Coach TUP Click on Continue to Designate New/Replace Academic Coach Continue Search and Select: Event/Program Go Results Select No search conducted. No search conducted. Academic Coach Cancel Select Continue Select Event/Program Element Name School Level Stipend Percentage No search conducted. Academic Coach Cancel Select	Coach Designation	Form							
DISD Coach Designation Forms Designating New Academic Coach Employee 1D Full Name Assignment # Email Address Effective Start Date Org/Location Event/Program @ED2 ALDWADER, @ 6525 TTFALEXADER@dalesd.org 015:69:2018 @ 01-ADMS H5 Page TTP Click on Continue to Designate New/Replace Academic Coach Continue Bearch and Select: Event/Program Go Results Select Quick Select Event/Program Element Name School Level Stipend Percentage No search conducted. About this Page			_						Back
Designating New Academic Coach  Coach Designation Details  Employee 1D Full Name Assignment # Email Address Effective Start Date Org/Location Event/Program  Employee 1D Full Name Assignment # Email Address Effective Start Date Org/Location Event/Program  TIP Click on Continue to Designate New/Replace Academic Coach  TIP Click on Continue to Designate New/Replace Academic Coach  Continue  Rearch and Select: Event/Program  Go  Results  Select  Quick Select  Event/Program  Element Name School Level Stipend Percentage  No search conducted. Academic Coach  Cancel Select  Can	DISD Coa	ch Designation	Forms						
Canch Designation Details  Employee 1D Full Name Assignment # Email Address Effective Start Date Org/Location Event/Program Percent(%) Delete Add Row  Search and Select: Event/Program Cancel Select Search To find your item, select a filter item in the pulldown list and enter value in the text field, then select the "Go" button. Search By Event/Program Go Results Select Value Select Event/Program Element Name School Level Stipend Percentage No search conducted. About this Page Cancel Select Select Cancel Select Canc		Designating Ne	ew Academic C	Coach			10		
Coach Designation Details  Employee 1D Full Name Assignment # Email Address Effective Start Date Org/Location Event/Program Percent(%) Delete Add Row  6525 ALEXANDER, 6525 TIFALEXANDER@delaissid.org 01:5%9:2018 01-ADAVS HS  TIP Click on Continue to Designate New/Replace Academic Coach  Continue   Bearch and Select: Event/Program  Cancel Select  No search conducted. About this Page  Cancel Select  Cancel Select							<u> </u>		
TTP Click on Continues to Designates New/Replace Academic Coach     TTP Click on Continues to Designates New/Replace Academic Coach     Continue     Search and Select: Event/Program     Cancel   Search To find your item, select a filter item in the pulldown list and enter value in the text field, then select the "Go" button.   Search By Event/Program   Cancel   Select      Results     Select     No search conducted.     About this Page     Cancel     Select     No search conducted.     About this Page	Coach Designatio	on Details							
Employee 1D Full Name Assignment # Email Address Effective Start Date Org/Location Event/Program Percent(%) Delete Add Row   TIP Click on Continue to Designate New/Replace Academic Coach   Continue   Search and Select: Event/Program   Cancel Select   Search By Event/Program   Go   Results Search Conducted.   Automation   Search Dy Event/Program   Element Name   School Level   Stipend Percentage   About this Page   Cancel   Select   Select									
		Employee ID Full Name	Accianment	Empil Addross	Effective Start Date Org /Locat	ion Event (Brogram	Parcent(%) D	oloto Add Row	
TIP Click on Continue to Designate New/Replace Academic Coach  TIP Click on Continue to Designate New/Replace Academic Coach  Continue  Cancel Select  Search and Select: Event/Program  Go  Results  Select  Quick Select  Event/Program  Element Name School Level Stipend Percentage  No search conducted.  About this Page  Cancel Select		68525 ALEXAND	FR. 68525	TIFAL FXANDER@dallasisd.org	01-Sep-2018 001-ADAMS	HS			
TTP Click on Continue to Designate New/Replace Academic Coach  Continue  Continue  Cancel Select  Search  To find your item, select a filter item in the pulldown list and enter value in the text field, then select the "Go" button.  Search By Event/Program  Go  Results  Select Quick Select Event/Program Element Name School Level Stipend Percentage No search conducted.  About this Page  Cancel Select		1220112	00525	11 ALLOW ADER (Gouldsburdig					
TIP Click on Continue to Designate New/Replace Academic Coach         Search and Select: Event/Program         Cancel       Select         Search         To find your item, select a filter item in the pulldown list and entervalue in the text field, then select the "Go" button.         Search By Event/Program ©         Go         Results         Select       Quick Select         No search conducted.         About this Page         Cancel       Select									
Continue  Search and Select: Event/Program  Cancel Select  Search  To find your item, select a filter item in the pulldown list and enter value in the text field, then select the "Go" button.  Search By Event/Program  Go  Results  Select Quick Select Event/Program Element Name School Level Stipend Percentage No search conducted.  About this Page  Cancel Select	TIP Click on Conti	inue to Designate New/Replac	e Academic Coach						
Search and Select: Event/Program         Search         Search         To find your item, select a filter item in the pulidown list and enter value in the text field, then select the "Go" button.         Search By Event/Program ©         Go         Results         Select       Event/Program Element Name         School Level       Stipend Percentage         No search conducted.       About this Page					Continue				
Search and Select: Event/Program  Cancel Select  Search  To find your item, select a filter item in the pulldown list and entervalue in the text field, then select the "Go" button.  Search By Event/Program  Go  Results  Select Quick Select Event/Program Element Name School Level Stipend Percentage No search conducted.  About this Page  Cancel Select									Real
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Search To find your item, select a filter item in the pulldown list and enter value in the text field, then select the "Go" button. Search By Event/Program © Go Results Select Quick Select Event/Program Element Name School Level Stipend Percentage No search conducted. About this Page Cancel Select Select						Cancel	Select		
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Results       Select     Quick Select     Event/Program     Element Name     School Level     Stipend Percentage       No search conducted.     About this Page     Cancel     Select	Search By	Event/Program		Go					
Results         Select       Quick Select       Event/Program       Element Name       School Level       Stipend Percentage         No search conducted.       About this Page       Cancel       Select	ocuren by								
Select Quick Select Event/Program Element Name School Level Stipend Percentage No search conducted. About this Page Cancel Select	Results								
Select         Quick Select         Event/Program         Element Name         School Level         Stipend Percentage           No search conducted.         About this Page         Cancel         Select									
No search conducted. About this Page Cancel Select	Select	Quick Select	Event/Program	Element Nam	e School Level	Stipend Percen	tage		
About this Page Cancel Select	No	search conducted.							
Cancel Select	About this Pa	ge							
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Cancej Select						0	Colort		
						Cance	select		



### **STEP 10: Academics**

Searc	h				
To find	l vour item, selec	t a filter item in the pulldown list and ente	er a value in the text field, then select the "Go	" button.	
Search	By Event/Prog	ram 🖸	Go		
Result	ts				
				() Due	uieure (1.10 🔗 Neut 10 G
Select	Quick Select	Event/Program 🔺	Flement Name	School Level	Stinend Percentage
	-	ACADEMIC DECATHLON	ADDI AC DEC DEST IMAGIN	HS	200
	<b>B</b>	ACADEMIC PENTATHLON	PENT PENTATHLON	MS	200
		CAMPUS ACTIVITY COORDINATOR	UILC COACH COORDINATOR	ALL	100
		CHEERLEADER - JV	X302 CHRLDR SPON JV	HS	
	<b>B</b>	CHEERLEADER - VARSITY	X301 CHRLDR SPON HS	HS	100
	<b>B</b>	CHESS	CHES CHESS	ALL	100
	<b>B</b>	DESTINATION IMAGINATION	ADDI AC DEC DEST IMAGIN	ALL	100
	<b>B</b>	DRILL TEAM	X101 DRILL TEAM SPON	HS	100
	<b>B</b>	HS ASST DEBATE COACH	HSDA HS SPCH DEBATE ASST	HS	100
		HS HEAD DEBATE COACH	HSDT HS SPCH DEBATE TEACHER	HS	100
				S Pre	vious 1-10 📀 <u>Next 10</u>
About	this Page				

### **STEP 10: Robotics**

Conve	h				
Searc	n				
To find	d your item, selec	t a filter item in the pulldown list and	enter a value in the text	field, then select th	e "Go" button.
Search	By Event/Prog	ram 🖨	Go		
Resul	ts				
Select	Quick Select	Event/Program 📥	Element Name	School Level	Stipend Percentag
	-	BEST ROBOTICS LEAGUE	ROBO ROBOTICS	HS	300
0		FLL JR ROBOTCS LEAGUE	ROBO ROBOTICS	ES	300
0		FLL ROBOTICS LEAGUE	ROBO ROBOTICS	MS, ES	300
0		FRC ROBOTICS LEAGUE	ROBO ROBOTICS	HS	300
$\bigcirc$		FTC ROBOTICS LEAGUE	ROBO ROBOTICS	HS	300
0		SEA PERCH ROBOTICS LEAGUE	ROBO ROBOTICS	ALL	300
0		VEX EDR ROBOTICS LEAGUE	ROBO ROBOTICS	HS	300
0		VEX IQ ROBOTICS LEAGUE	ROBO ROBOTICS	MS, ES	300
About	this Page				



#### **STEP 10: Athletics**

Search	1				
To find	your item, select a	filter item in the pulldown list and enter a value	in the text field, then select the "Go" buttor	L.	
Search	By Event/Program	n 📀			
Result	S				
Select	Quick Select	Event / Program	Flement Name	School Level	Stinend Percentage
		HS ASSISTANT COORDINATOR	XSTIP ASSISTANT COORD	HS	100
0		HS BASEBALL ASST/JV/ FR	XSTIP BASEBALL	HS	100
0		HS BASEBALL HEAD	XSTIP BASEBALL	HS	100
	<b>.</b>	HS BASKETBALL ASST/JV/ FR BOYS	XSTIP BASKETBALL	HS	200
		HS BASKETBALL ASST/JV/ FR GIRLS	XSTIP BASKETBALL	HS	200
	-	HS BASKETBALL HEAD BOYS	XSTIP BASKETBALL	HS	100
	<b></b>	HS BASKETBALL HEAD GIRLS	XSTIP BASKETBALL	HS	100
	<b></b>	HS CROSS COUNTRY ASST B/G	XSTIP CROSS COUNTRY	HS	100
	<b>.</b>	HS CROSS COUNTRY HEAD B/G	XSTIP CROSS COUNTRY	HS	100
	<u></u>	HS FOOTBALL ASSISTANT	XSTIP FOOTBALL	HS	1200
					S Previous 1-10 S Next 10
About t	his Page				

### **STEP 11A: Select Percentage**

Note: The listed percentage is the maximum for the position

100% = full stipend; 50% = half the amount

Stipends may be split among coaches in academics and robotics

Coach Designation F	orm								
DISD Coac	h Design Designat	ation Fo	rms Academic	: Coach			<b>()</b>		Back
Coach Designation	Details								
							- ¥		
	Employee ID	Full Name	Assignmen	t # Email Address	Effective Start Dat	e Org/Location Event/Program	Percent(%	6) Delete Add Row	
	68525	ALEXANDER,	Q 68525	TIFALEXANDER@dallasisc	d.org 01-Sep-2018	001-ADAMS HS CAMPUS ACTIVITY CO	25 33.3 50	<b>i</b> +3	
<b>TIP</b> Click on Contine	ue to Designate I	New/Replace Ac	ademic Coach		Continue		75 100		
					k				Bac <u>k</u>
					i				



# STEP 11B: Add multiple coaches within same designation type Click on the + icon under Add Row

Note: Option only applies to Academics and Robotics

Coach Designation	Form															
DISD Coa	ch Desig	nation Fo	rm	S												Back
	Designa	ating New	Ac	ademic (	Coach											
Coach Designatio	n Dataila															
Coach Designatio	on Details															
	Employee 1	ID Full Name		Assignment #	Email Address	Effective Start	Date	Org/Location	Event/Program		Perce	nt(%)	Delet	e Add Rov	v	
1	68525	ALEXANDER,	٩	68525	TIFALEXANDER@dallasisd.org	01-Sep-2018		001-ADAMS HS	CAMPUS ACTIVITY CO	٩	100	$\Diamond$	Ì			
	88253	BAKER, JONA	٩	88253	JONABAKER@dallasisd.org	01-Sep-2018		001-ADAMS HS	ACADEMIC DECATHLO	٩	100	<b>\$</b>	Î	+3		
			٩						k.	٩		<b>\$</b>	Ì	+3	F	
TIP Click on Conti	nue to Designat	te New/Replace A	adem	ic Coach		Continue										
						continue										
																Bac <u>k</u>

### STEP 12: Click Submit

Stipend Supplemental Pay
Bac DISD Academic Coach Designation Forms
Review Screen
Coach Designation Details
EmployeeName EmployeeTD Email&ddress Event/Dronzam StinendDercentane
ALEXANDER, TIFFANY C. 68525 TIFALEXANDER@dallasid.org ACADEMIC DECATHLON 100
Approvais
TIP A notification is sent to coach to sign the Agreement. Only after the coach signs the agreement, it goes to the below approvers for approval.
Approver ID Approvers 15979 HUDSPETH, SHARLA L 4260 WHEFT SHERPY I
Submt
12



### STEP 13: Click Ok



