

COACH DESIGNATION IN ORACLE

HOW TO DESIGNATE COACHES

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

Oracle Applications Home Page

Worklist

From	Type	Subject	Sent	Due
TILLERY, VICKIE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
JONES, LATASHA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
MENDOZA MARQUEZ, AARON	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
HOCKMAN, LEANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
COY, LAURA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
GARCIA CHAVEZ, SYLVIA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
VALLES, CINDY	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
ROBERTS, SCOTT	DISD HRMS Self-Service	Please approve or reject the request.	03-Apr-2018	
HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
TAYLOR, CATHERYN	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
BELLEW, MIKE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
BELLEW, MIKE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
ESPINOZA, STEPHANIE	Requisition	Purchase Requisition 1236451 for ESPINOZA, STEPHANIE (1,209.50 USD)	04-Apr-2018	

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

STEP 2: Click on Academic & Athletic Coach Designation

Oracle Applications Home Page

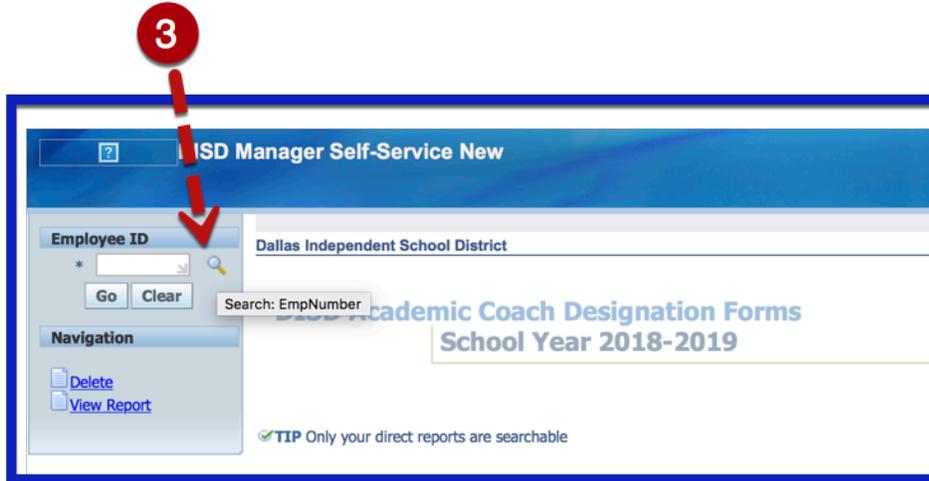
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TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

COACH DESIGNATION IN ORACLE HOW TO DESIGNATE COACHES

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



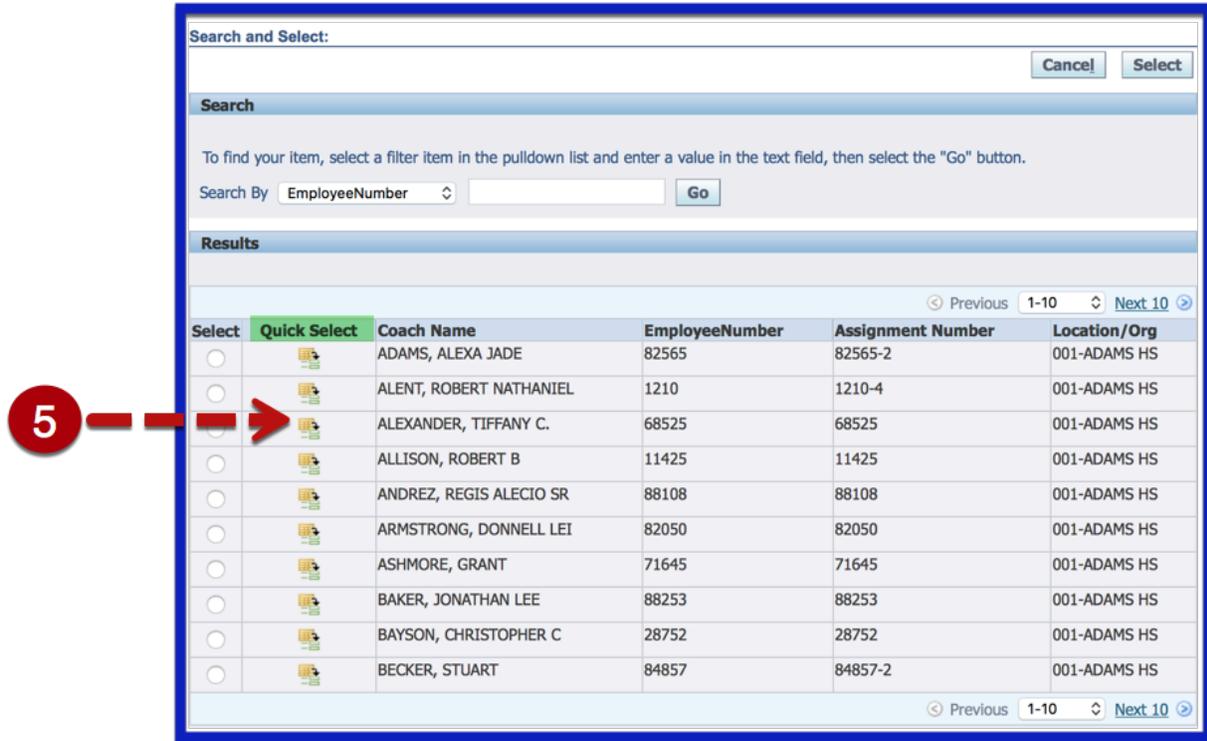
STEP 4: Click Go



COACH DESIGNATION IN ORACLE

HOW TO DESIGNATE COACHES

STEPS 5: Select employee – Click Quick Select



Search and Select:

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By EmployeeNumber [] Go

Results

Previous 1-10 Next 10

Select	Quick Select	Coach Name	EmployeeNumber	Assignment Number	Location /Org
<input type="radio"/>		ADAMS, ALEXA JADE	82565	82565-2	001-ADAMS HS
<input type="radio"/>		ALENT, ROBERT NATHANIEL	1210	1210-4	001-ADAMS HS
<input type="radio"/>		ALEXANDER, TIFFANY C.	68525	68525	001-ADAMS HS
<input type="radio"/>		ALLISON, ROBERT B	11425	11425	001-ADAMS HS
<input type="radio"/>		ANDREZ, REGIS ALECIO SR	88108	88108	001-ADAMS HS
<input type="radio"/>		ARMSTRONG, DONNELL LEI	82050	82050	001-ADAMS HS
<input type="radio"/>		ASHMORE, GRANT	71645	71645	001-ADAMS HS
<input type="radio"/>		BAKER, JONATHAN LEE	88253	88253	001-ADAMS HS
<input type="radio"/>		BAYSON, CHRISTOPHER C	28752	28752	001-ADAMS HS
<input type="radio"/>		BECKER, STUART	84857	84857-2	001-ADAMS HS

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STEP 6: Click Go

Note: ID will auto populate



DISD Manager Self-Service New

Dallas Independent School District

Employee ID

* 68525 [] []

Go Clear

Navigation

Delete

View Report

DISD Academic Coach Designation Forms

School Year 2018-2019

TIP Only your direct reports are searchable

COACH DESIGNATION IN ORACLE

HOW TO DESIGNATE COACHES

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

Summary of Selected Coaches

Note: Option to review previous selections before designating additional coaches

Employee Name	Employee ID	Email Address	School Year	Event/Program	Effective Start Date	Effective End Date	Approval Status	Approved Date	Stipend Percentage	Coach Sign Date
ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	2018-2019	ACADEMIC DECATHLON	01-Sep-2018	31-Dec-4712			100	
ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	2018-2019	CHEERLEADER - VARSITY	01-Sep-2018	31-Dec-4712			100	
ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	2018-2019	DRILL TEAM	01-Sep-2018	31-Dec-4712			100	

COACH DESIGNATION IN ORACLE

HOW TO DESIGNATE COACHES

STEPS 9-12 Overview

Coach Designation Form

DISD Coach Designation Forms
Designating New Academic Coach

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@dallasisd.org		001-ADAMS HS				

TIP Click on Continue to Designate New/Replace Academic Coach

Continue

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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

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@dallasisd.org	01-Sep-2018	001-ADAMS HS				

TIP Click on Continue to Designate New/Replace Academic Coach

Continue

COACH DESIGNATION IN ORACLE

HOW TO DESIGNATE COACHES

STEP 10: Click on the search icon next to Event/Program
Select Competition – Robotics Program – Sport

Coach Designation Form

DISD Coach Designation Forms
Designating New Academic Coach

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@dallasisd.org	01-Sep-2018	001-ADAMS HS				

TIP Click on Continue to Designate New/Replace Academic Coach

Continue

Search and Select: Event/Program

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

Select	Quick Select	Event/Program	Element Name	School Level	Stipend Percentage
No search conducted.					

About this Page

COACH DESIGNATION IN ORACLE HOW TO DESIGNATE COACHES

STEP 10: Academics

Search and Select: Event/Program

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Event/Program Go

Results

Previous 1-10 Next 10

Select	Quick Select	Event/Program	Element Name	School Level	Stipend Percentage
<input type="radio"/>		ACADEMIC DECATHLON	ADD1 AC DEC DEST IMAGIN	HS	200
<input type="radio"/>		ACADEMIC PENTATHLON	PENT PENTATHLON	MS	200
<input type="radio"/>		CAMPUS ACTIVITY COORDINATOR	UILC COACH COORDINATOR	ALL	100
<input type="radio"/>		CHEERLEADER - JV	X302 CHRLDR SPON JV	HS	100
<input type="radio"/>		CHEERLEADER - VARSITY	X301 CHRLDR SPON HS	HS	100
<input type="radio"/>		CHESS	CHES CHESS	ALL	100
<input type="radio"/>		DESTINATION IMAGINATION	ADD1 AC DEC DEST IMAGIN	ALL	100
<input type="radio"/>		DRILL TEAM	X101 DRILL TEAM SPON	HS	100
<input type="radio"/>		HS ASST DEBATE COACH	HSDA HS SPCH DEBATE ASST	HS	100
<input type="radio"/>		HS HEAD DEBATE COACH	HSDT HS SPCH DEBATE TEACHER	HS	100

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About this Page

Cancel Select

STEP 10: Robotics

Search and Select: Event/Program

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a 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
<input type="radio"/>		BEST ROBOTICS LEAGUE	ROBO ROBOTICS	HS	300
<input type="radio"/>		FLL JR ROBOTCS LEAGUE	ROBO ROBOTICS	ES	300
<input type="radio"/>		FLL ROBOTICS LEAGUE	ROBO ROBOTICS	MS, ES	300
<input type="radio"/>		FRC ROBOTICS LEAGUE	ROBO ROBOTICS	HS	300
<input type="radio"/>		FTC ROBOTICS LEAGUE	ROBO ROBOTICS	HS	300
<input type="radio"/>		SEA PERCH ROBOTICS LEAGUE	ROBO ROBOTICS	ALL	300
<input type="radio"/>		VEX EDR ROBOTICS LEAGUE	ROBO ROBOTICS	HS	300
<input type="radio"/>		VEX IQ ROBOTICS LEAGUE	ROBO ROBOTICS	MS, ES	300

About this Page

Cancel Select

COACH DESIGNATION IN ORACLE

HOW TO DESIGNATE COACHES

STEP 10: Athletics

Search and Select: Event/Program

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Event/Program Go

Results

Previous 1-10 Next 10

Select	Quick Select	Event/ Program	Element Name	School Level	Stipend Percentage
<input type="radio"/>		HS ASSISTANT COORDINATOR	XSTIP ASSISTANT COORD	HS	100
<input type="radio"/>		HS BASEBALL ASST/JV/ FR	XSTIP BASEBALL	HS	100
<input type="radio"/>		HS BASEBALL HEAD	XSTIP BASEBALL	HS	100
<input type="radio"/>		HS BASKETBALL ASST/JV/ FR BOYS	XSTIP BASKETBALL	HS	200
<input type="radio"/>		HS BASKETBALL ASST/JV/ FR GIRLS	XSTIP BASKETBALL	HS	200
<input type="radio"/>		HS BASKETBALL HEAD BOYS	XSTIP BASKETBALL	HS	100
<input type="radio"/>		HS BASKETBALL HEAD GIRLS	XSTIP BASKETBALL	HS	100
<input type="radio"/>		HS CROSS COUNTRY ASST B/G	XSTIP CROSS COUNTRY	HS	100
<input type="radio"/>		HS CROSS COUNTRY HEAD B/G	XSTIP CROSS COUNTRY	HS	100
<input type="radio"/>		HS FOOTBALL ASSISTANT	XSTIP FOOTBALL	HS	1200

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Cancel Select

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 Form

DISD Coach Designation Forms

Designating New Academic Coach

Coach Designation Details

Employee ID	Full Name	Assignment #	Email Address	Effective Start Date	Org / Location	Event / Program	Percent (%)	Delete	Add Row
68525	ALEXANDER, TIFALEXANDER	68525	TIFALEXANDER@dallasisd.org	01-Sep-2018	001-ADAMS HS	CAMPUS ACTIVITY CO	25		

TIP Click on Continue to Designate New/Replace Academic Coach

Continue

Back

COACH DESIGNATION IN ORACLE

HOW TO DESIGNATE COACHES

STEP 11B: Add multiple coaches within same designation type

Click on the + icon under Add Row

Note: Option only applies to Academics and Robotics

Employee ID	Full Name	Assignment #	Email Address	Effective Start Date	Org/Location	Event/Program	Percent(%)	Delete	Add Row
68525	ALEXANDER, TIFALEXANDER	68525	TIFALEXANDER@dallassisd.org	01-Sep-2018	001-ADAMS HS	CAMPUS ACTIVITY CO	100		
88253	BAKER, JONABAKER	88253	JONABAKER@dallassisd.org	01-Sep-2018	001-ADAMS HS	ACADEMIC DECATHLO	100		

TIP Click on Continue to Designate New/Replace Academic Coach

STEP 12: Click Submit

EmployeeName	Employee ID	EmailAddress	Event/Program	StipendPercentage
ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallassisd.org	ACADEMIC DECATHLON	100

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	HUOSPETH, SHARLA L
4350	WEST, SHERRY L

COACH DESIGNATION IN ORACLE HOW TO DESIGNATE COACHES

STEP 13: Click Ok

