

COACH DESIGNATION IN ORACLE

HOW TO REPLACE, PROMOTE AND DEMOTE 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

Worklist

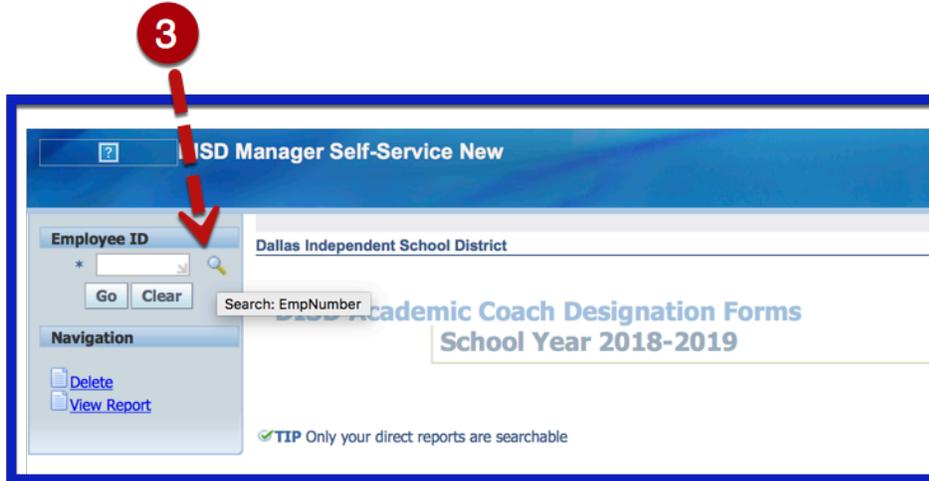
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TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

COACH DESIGNATION IN ORACLE

HOW TO REPLACE, PROMOTE AND DEMOTE COACHES

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



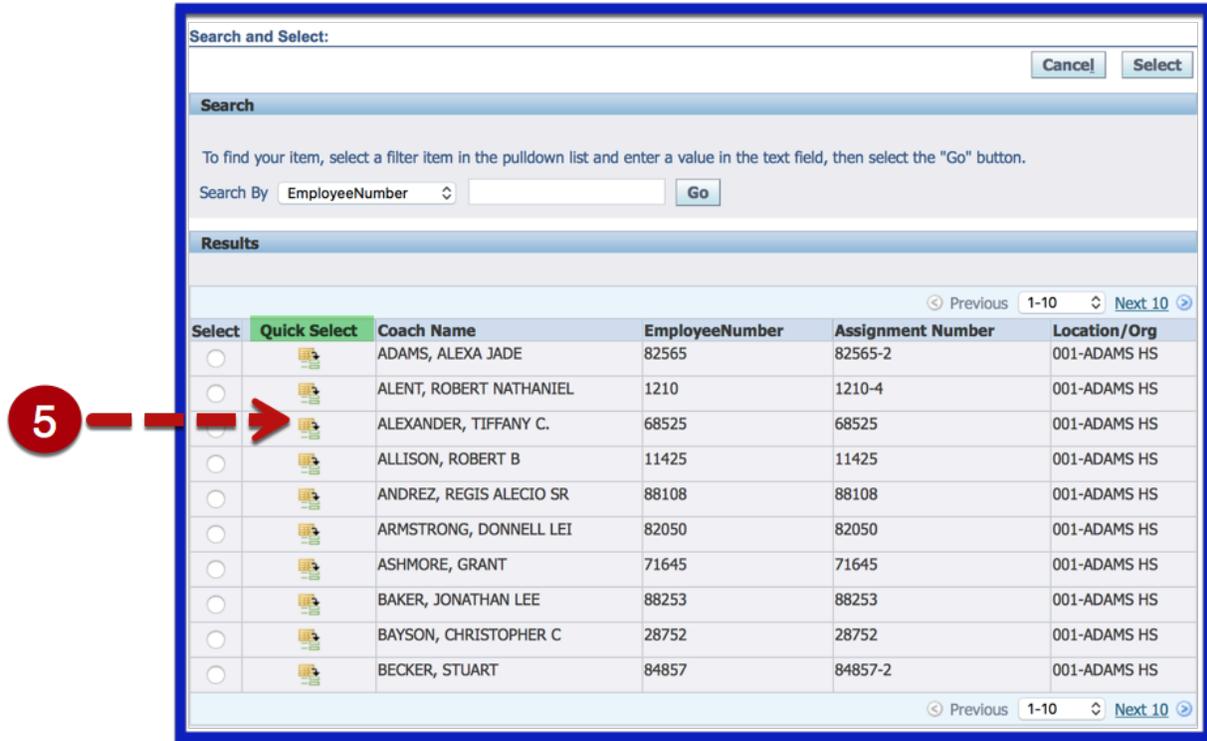
STEP 4: Click Go



COACH DESIGNATION IN ORACLE

HOW TO REPLACE, PROMOTE AND DEMOTE 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

Previous 1-10 Next 10

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 REPLACE, PROMOTE AND DEMOTE COACHES

STEPS 7 & 8: REPLACE/UPDATE A COACH

Choose a coach designation type – Academics, Robotics, Athletics

Click Continue

7 → Replace/Update Academic Coach

8 →

STEPS 9-13 Overview

Employee ID	Full Name	Assignment #	Email Address	Effective Start Date	Effective End Date	Event/Program	Percent(%)	Delete	Add Row
68525	ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	01-Sep-2018	10-Sep-2018	ACADEMIC DECATHLON	100		
68525	ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	01-Sep-2018		ACADEMIC DECATHLON	100		
68525	ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	01-Sep-2018		CHEERLEADER - VARSITY	100		
68525	ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	01-Sep-2018		CAMPUS ACTIVITY COORDINATOR	100		
68525	ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	01-Sep-2018		DRILL TEAM	100		

9 → Effective End Date

10 → Delete

11 → Full Name search

12 → Continue

13 → Continue

COACH DESIGNATION IN ORACLE

HOW TO REPLACE, PROMOTE AND DEMOTE COACHES

STEP 9: Select Effective End Date

STEP 10: Click + icon under Add Row

STEP 11: Click search icon to select replacement coach

STEP 12: Select Effective Start Date

STEP 13: Click Continue

STEP 14: Click Submit

Stipend Supplemental Pay Back

DISD Coach Designation Forms

Review Screen

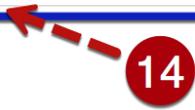
Coach Designation Details

EmployeeName	Employee ID	EmailAddress	Event/Program	Event/Program	Stipend Percentage
ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	ACADEMIC DECATHLON	ACADEMIC DECATHLON	100
ANDREZ, REGIS ALECIO SR	88108	RANDREZ@dallasisd.org	ACADEMIC DECATHLON	ACADEMIC DECATHLON	100
ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	CHEERLEADER - VARSITY	CHEERLEADER - VARSITY	100
ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	CAMPUS ACTIVITY COORDINATOR	CAMPUS ACTIVITY COORDINATOR	100
ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	DRILL TEAM	DRILL TEAM	100

Approvals

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	HUDBETH, SHARLA L
4350	WEST, SHERRY L



COACH DESIGNATION IN ORACLE

HOW TO REPLACE, PROMOTE AND DEMOTE COACHES

STEPS 7 & 8: COACH PROMOTION AND DEMOTION

Select Promotion or Demotion

Click Continue

Note: Only applicable to Athletics

Promotion – use to promote an assistant coach to a head coach or a B team coach to an A team coach

Demotion – use to demote a head coach to an assistant coach or an A team coach to a B team coach

Dallas Independent School District

Logged In As: KASTL, RICHARD JOSEPH

Exit Continue

DISD Coach Designation Forms

School Year 2018-2019

Employee ID: 71645

Navigation: Delete, View Report

Employee and Supervisor Details

Employee Name	ASHMORE, GRANT	Supervisor Name	KASTL, RICHARD JOSEPH
Employee ID	71645	Supervisor Phone	(972) 502-4984
Assignment #	71645	Supervisor Email	RKastl@dallasisd.org
Email Address	GASHMORE@dallasisd.org		
Location	001-ADAMS HS		
Organization Name	BRYAN ADAMS HIGH SCHOOL		
Date Of Birth	10-Nov-1977		

Coach Designation

Academic Coach	Robotics	Athletics
<input type="radio"/> Designating New Academic Coach	<input type="radio"/> Designating New Robotics Coach	<input type="radio"/> Designating New Athletics Coach
<input type="radio"/> Replace/Update Academic Coach	<input type="radio"/> Replace/Update Robotics Coach	<input checked="" type="radio"/> Replace/Update Athletics Coach
		<input checked="" type="radio"/> Promotion
		<input type="radio"/> Demotion

TIP Click on Continue to Designate New/Replace Academic Coach
TIP Only your direct reports are searchable

Academic Coach

Robotics Coach

Athletic Coach

Exit Continue

COACH DESIGNATION IN ORACLE

HOW TO REPLACE, PROMOTE AND DEMOTE COACHES

STEPS 9-14 Overview

Academic Coach Designation

DISD Coach Designation Forms
Change Coach Designation

Coach Designation Details

Employee ID	Full Name	Assignment #	Email Address	Effective Start Date	Effective End Date	Event/Program	Percent(%)	Delete	Add Row
71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	07-Aug-2018		HS TRACK HEAD BOYS	25		+ [i]
71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	29-Aug-2018		HS BASKETBALL ASST/JV/ FR GIRLS	25		+ [i]
71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	31-Jul-2018	31-Oct-2018	HS BASKETBALL HEAD GIRLS	25		+ [i]
71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	31-Jul-2018	17-Sep-2018	HS CROSS COUNTRY ASST B/G	25		+ [i]
71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	17-Sep-2018		HS CROSS COUNTRY H	25		+ [i]
71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	05-Nov-2018		HS CROSS COUNTRY HEAD	25		+ [i]
71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	04-Sep-2018		HS GOLF HEAD B/G	25		+ [i]
71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	31-Jul-2018		HS SOFTBALL HEAD	25		+ [i]

TIP You cannot Update or Delete the existing Coach details using this screen. You can only add a Coach.
TIP To Delete any coach information, you need goto Delete screen from the main menu.

Continue

STEP 9: Select Effective End Date

STEP 10: Click + icon under Add Row

STEP 11: Select coach & select Effective Start Date

STEP 12: Select Event/Program

STEP 13: Select Percentage

STEP 14: Click Continue

COACH DESIGNATION IN ORACLE

HOW TO REPLACE, PROMOTE AND DEMOTE COACHES

STEP 15: Click Submit

Stipend Supplemental Pay Back

DISD Coach Designation Forms Review Screen

Coach Designation Details

EmployeeName	Employee ID	EmailAddress	Event/Program	Event/Program	Stipend Percentage
BIRDWELL, DIANE E	36297	DBirdwell@dallasisd.org	HS BASKETBALL HEAD GIRLS	HS BASKETBALL HEAD GIRLS	50
BIRDWELL, DIANE E	36297	DBirdwell@dallasisd.org	HS BASKETBALL ASST/JV/ FR BOYS	HS BASKETBALL ASST/JV/ FR BOYS	100

Approvals

✔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

27554	SALINAS, SILVIA M
39436	CORDOVA, ELISA

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