COACH DESIGNATION IN ORACLE HOW TO ACCEPT COACH POSITION

STEP 1: Log into Oracle – Click on DISD Employee Self-Service

Main Menu		Worklist					
	Personalize				Fu	ll List	
🗉 🚞 DISD Employee Self-Service		From	Туре	Subject	Sent	Due	
		There are no notifications in this view.					
1		TIP Vacation Rules - Redirect or auto-respon TIP Worklist Access - Specify which users ca	d to notific n view and	ations. act upon yo	our notif	cations.	

STEP 2: Click on Human Capital Management Information

Main Menu	Worklist				
	From There are no notifications in this view.	Type espond to notificate ers can view and	Subject ations. act upon yo	Sent	Cation



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STEP 3: Click on DISD Academic & Athletic Coach Designation Signature

Worklist					
Employees W4 Information	Worklist				
Human Capital Management Information				Fu	ll List
Salany History and	From	Туре	Subject	Sent	Due
Other Information	There are no notifications in this view.				
DISD Academic & Athletic Coach Designation Signature	TIP Vacation Rules - Redirect or auto-res TIP Worklist Access - Specify which users	pond to notific s can view and	ations. act upon yo	ur notifi	ication
DISD TEI Summative Performance Evaluation					

STEP 4: Click on Accept or Reject

Coach Emp	ID Coach Name	Coach Email	Requestor Email	Requestor Name	Event/Program	Stipend Percentage	Requested Date	Effective Start Date	School Year	r Signature Status		
85148	KANE CORTEZ	KCORTEZ@dallasisd.org	YRojas@dallasisd.org	YVONNE ROJAS	TMSCA	50	19-Sep-2017	20-Sep-2017	2017-2018	Accepted	Accept or Reject	
85148	KANE CORTEZ	KCORTEZ@dallasisd.org	YRojas@dallasisd.org	YVONNE ROJAS	CHESS	50	09-Nov-2017	10-Nov-2017	2017-2018	Accepted	Accept or Reject	
85148	KANE CORTEZ	KCORTEZ@dallasisd.org	YRojas@dallasisd.org	YVONNE ROJAS	FLL JR ROBOTCS LEAGUE	100	30-Jul-2018	29-Aug-2018	2018-2019	Pending	Accept or Reject	

STEP 5: Read and Sign Agreement





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