

These are step-by-step procedures for approving coaching designations in the Principal’s queue. This process will allow the Principal to approve each coaching designation. For detailed understanding of the full process, please reference the Athletics Supplemental Earnings Guidebook. Any questions should be sent to [NotifyAthletics@Dallasisd.org](mailto:NotifyAthletics@Dallasisd.org).

Log into Oracle – Go to **DISD Manager Self-Service responsibility**. Select **DISD Academic/Athletic/Robotics/VPA Coach Designation**. Then hit **Athletic Review**.

The image shows two screenshots from the Oracle HR Self-Service interface. The left screenshot is a navigation tree with the following items: DISD Academic Coach Compensation Review, DISD Employee Self-Service, DISD HR Staffing Director, DISD HR Staffing Services, DISD Manager Self-Service New (expanded), All Actions Awaiting Your Attention, Change Employee Work Hours, My Employee Information, Worklist, DISD Manager Ethnicity and Race, DISD 4 Day Work Week Setup, DISD Employee Charitable Donations Report, DISD Manager Overtime Request, DISD Principal Appraisal, DISD Teacher Certification Report, DISD Class Waiver, DISD Approve Timecards, DISD Admin Transfers, DISD TEI Summative Performance Evaluation, DISD - Notice of Intent Survey Results Report, and DISD Academic/Athletic/Robotics/VPA Coach Designation (highlighted with a red box). An orange arrow points from the 'DISD Manager Self-Service New' folder to the 'DISD Academic/Athletic/Robotics/VPA Coach Designation' item.

The right screenshot is the main page of the 'DISD Manager Self-Service' application. It features the Dallas ISD logo and the text 'EBSHRD1 DISD Manager Self-Serv'. Below the header, there is an 'Employee ID' search field with 'Go' and 'Clear' buttons. The page title is 'DISD Coach Designation Forms School Year 2019-202'. A 'Navigation' menu is visible with options: Delete, View Report, Athletic Review (highlighted with a red arrow), and VPA Review. A tip at the bottom states: 'TIP Only your direct reports are searchable'.

## I-Expense Procedures for Requesting Reimbursement for Professional Development Registration

All pending designations will be listed. Select **Show** to see details. Select **Click to Accept** or **Click to Reject**. Select **Exit** if you are not ready to act on any designations.

Details	School Year	Full Name	Employee Number		
Show 23187	2018-2019	MAILLET, MICHAEL AARON	88524	17-Jul-2019	Click to Accept Click to Reject

Details	School Year	Full Name	Employee Number		
Hide 23187	2018-2019	MAILLET, MICHAEL AARON	88524	17-Jul-2019	Click to Accept Click to Reject
23187	HS BASEBALL ASST/JV/ FR	100	Athletics New Coach	17-Jul-2019	08-Aug-2019 2018-2019

**Information**  
Coach Designation Process has been successfully processed

Exit to return to main screen.