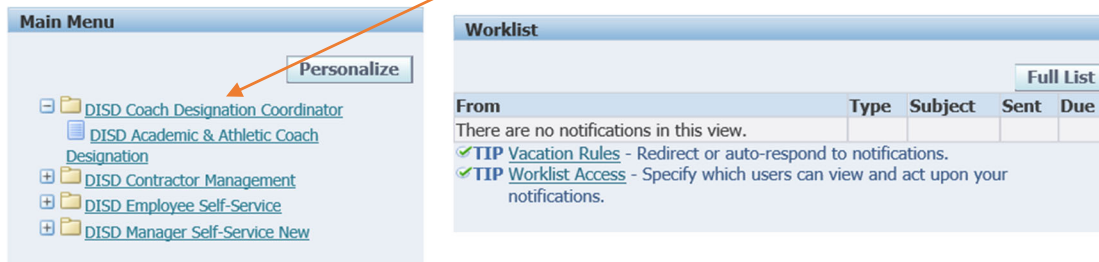
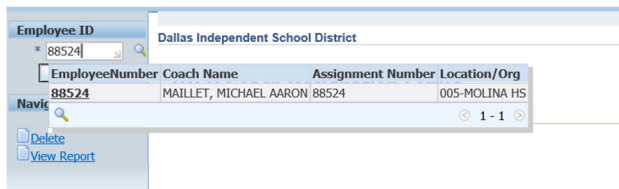


These are step-by-step procedures for designating/adding a new coach/coordinator. This process will allow the Athletic Coordinator [or Principal] to submit a new coach, in order to have their coaching status approved and have their stipend start to pay out. For detailed understanding of the full process, please reference the Athletics Supplemental Earnings Guidebook. Any questions should be sent to NotifyAthletics@Dallasisd.org.

Log into Oracle – Go to DISD Coach Designation Coordinator responsibility



Enter Employee ID and patiently wait for employee name to pull up. Click on bold employee number then hit **GO**.



If Employee ID does not pull up a name, check number. If name still does not pull up, check the employee status or job code. Only teacher certified employees sitting in teacher job codes are allowed to be selected. Contact your principal and work with your HCM representative on their status. The employee should not be coaching until that is resolved.

Once employee is selected, verify data. Select Principal Name of campus in which the coach/coordinator will be coaching. Hit the magnifying glass to pull correct name. Enter Principal's last name in all caps, then hit **GO**. Hit Quick Select when Principal is identified.



This will properly select the right Principal without errors.

Coach Designations – How to Add a Coach or Coordinator

Select **Designating New Athletics Coach** then hit Continue. Click OK to Continue.

Employee ID: 88524
 Navigation: Delete, View Report
 DISD Coach Designation Forms
 School Year 2018-2019
 Employee and Supervisor Details
 Employee Name: MAILLET, MICHAEL AARON
 Employee ID: 88524
 Assignment #: 88524
 Email Address: MMAILLET@dallasisd.org
 Location: 005-MOLINA HS
 Organization Name: MOLINA HIGH SCHOOL
 Date Of Birth: 28-Aug-1989
 Supervisor Name: RODRIGUEZ, TERRY-ANN LOPEZ
 Supervisor Phone: (972) 502-XXXX
 Supervisor Email: TRODRIGUEZ@DALLASISD.ORG
 Principal Selection
 * Principal Name: RODRIGUEZ, TERRY-ANN LOPEZ
 Coach Designation
 * Designating New Athletics Coach
 * Replace/Update Athletics Coach
 * Promotion
 * Demotion
 Continue Coach Designation
 Click OK to continue designation or CANCEL to return
 CANCEL OK

Use calendar icon to Select Effective Date for New Coach. NOTE – For August submissions, the effective date should be the first teacher contract day. After August, the effective date should be the first day of coaching. There should not be any back dating since coaches should be approved prior to coaching.

Verify the coaching location is listed under Org/Location. This location is tied to the Principal which was selected. If incorrect, use the magnifying glass to select correct location.

Designation Details

Employee ID	Full Name	Assignment #	Email Address	Effective Start Date	Org/Location	Event/Program	Percent(%)	Delete	Add Row
88524	MAILLET, MIC	88524	MMAILLET@dallasisd.org	08-Aug-2019	005-MOLINA HS				

Use magnifying glass to select Event/Program = Designation. Enter Sport inside of % to get all fields. Use Quick Select to select the assignment. Make sure you select the correct level. Ex. MS vs. HS, Head, Asst. etc. Hit select.

Search By: Event/Program | %BASEBALL% | Go

Results

Select	Quick Select	Event/Program	Element Name	School Level	Stipend Percentage
<input type="radio"/>		HS BASEBALL ASST/JV/ FR	XSTIP BASEBALL	HS	200
<input type="radio"/>		HS BASEBALL HEAD	XSTIP BASEBALL	HS	100
<input type="radio"/>		MS BASEBALL ASST / B TEAM	XSTIP BASEBALL	MS	100
<input type="radio"/>		MS BASEBALL HEAD / A TEAM	XSTIP BASEBALL	MS	200

Cancel Select

Select **100%** then hit **Continue**. You can only do one designation at a time even if the coach is coaching multiple sports. The approval route is different for each sport. Hit **Submit**.

Employee ID	Full Name	Assignment #	Email Address	Effective Start Date	Org/Location	Event/Program	Percent(%)	Delete	Add Row
88524	MAILLET, MIC	88524	MMAILLET@dallasisd.org	08-Aug-2019	005-MOLINA HS	HS BASEBALL ASST/JV/	100		

*Replace Academic Coach

Continue

Information
 Athletic Coach Designation has been initiated successfully. Click OK to Continue
 OK