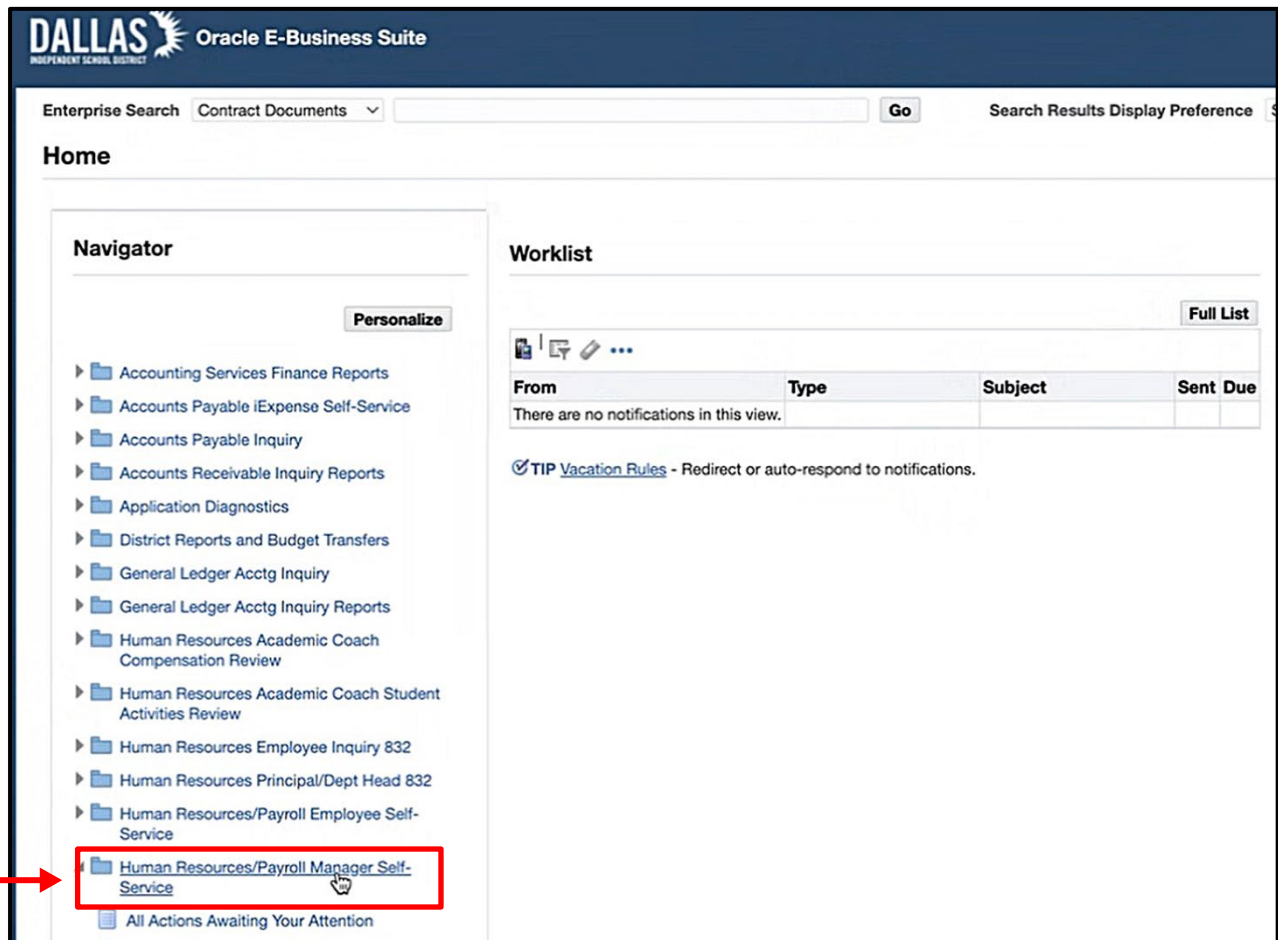
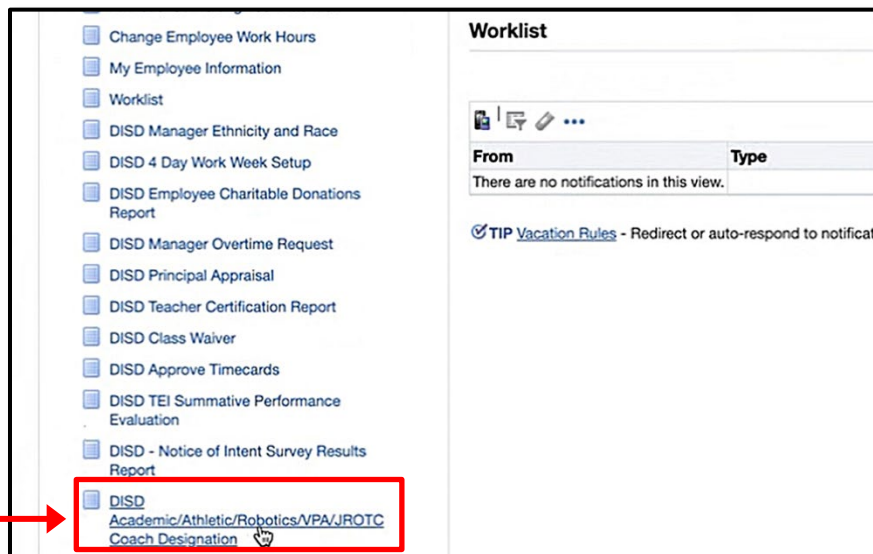


COACH DESIGNATION IN ORACLE HOW TO DESIGNATE COACHES

STEP 1: Log into Oracle – Click on '**Human Resources/Payroll Manager Self-Service**' or 'Human Resources Designation Coordinator'.



STEP 2: Click on '**DISD Academic/Athletic/Robotics/VPA/JROTC Coach Designation**' or 'DISD Academic & Athletic Coach Designation'.



COACH DESIGNATION IN ORACLE HOW TO DESIGNATE COACHES

STEP 3: Click on the 'Search' icon next to 'Employee ID' field.

Dallas Independent School District
Human Resources/Payroll Manager Self-Service

Employee ID

*

Navigation

- Delete
- View Report
- Athletic Review
- VPA Review
- Junior ROTC Review

Dallas Independent School District
DISD Coach Designation Forms
School Year 2025-2026

☒ **TIP** Only your direct reports are searchable

STEP 4: Enter an 'Employee Number' then click the 'Go' button.

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.

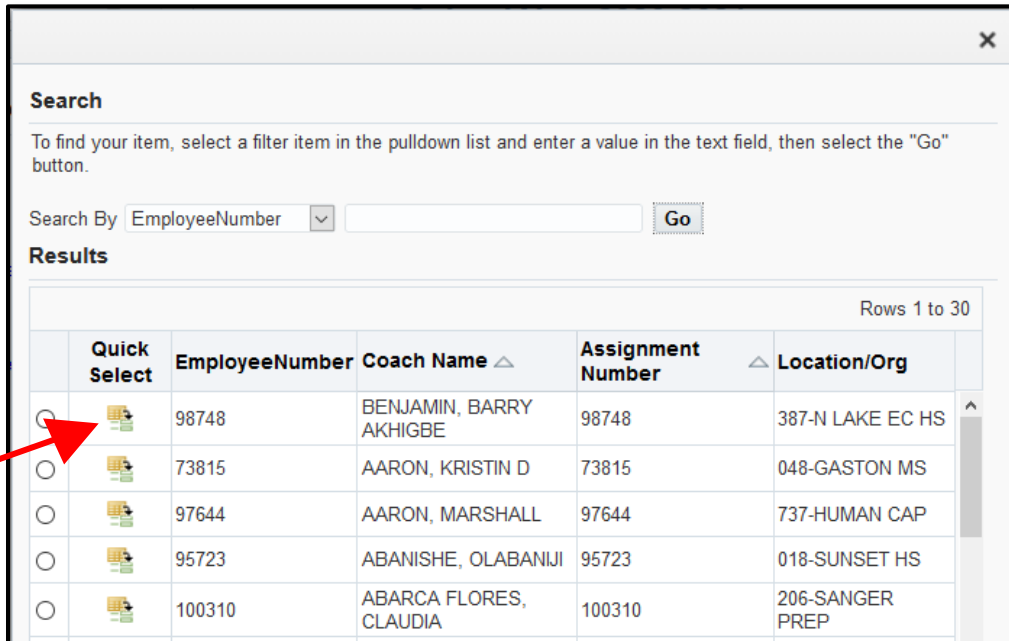
Search By

Results

Quick Select	EmployeeNumber	Coach Name	Assignment Number	Location/Org
No search conducted.				

COACH DESIGNATION IN ORACLE HOW TO DESIGNATE COACHES

STEPS 5: Once employee has been found, Click the '**Quick Select**' button next to the employee that is to be selected for stipend.



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.

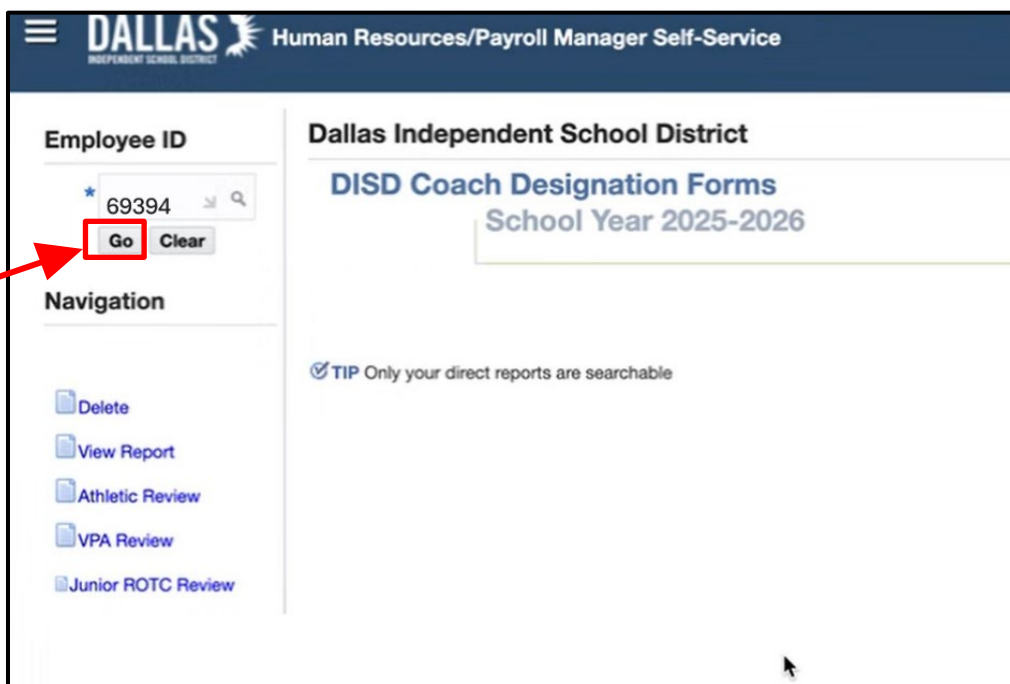
Search By EmployeeNumber

Results

Rows 1 to 30

	Quick Select	EmployeeNumber	Coach Name ▲	Assignment Number ▲	Location/Org
☒		98748	BENJAMIN, BARRY AKHIGBE	98748	387-N LAKE EC HS
☐		73815	AARON, KRISTIN D	73815	048-GASTON MS
☐		97644	AARON, MARSHALL	97644	737-HUMAN CAP
☐		95723	ABANISHE, OLABANJI	95723	018-SUNSET HS
☐		100310	ABARCA FLORES, CLAUDIA	100310	206-SANGER PREP

STEP 6: Once employee has been selected their EID will auto input itself into search box. Click the '**Go**' button.



DALLAS INDEPENDENT SCHOOL DISTRICT Human Resources/Payroll Manager Self-Service

Employee ID

69394

Navigation

- Delete
- View Report
- Athletic Review
- VPA Review
- Junior ROTC Review

Dallas Independent School District

DISD Coach Designation Forms

School Year 2025-2026

☒ **TIP** Only your direct reports are searchable

COACH DESIGNATION IN ORACLE

HOW TO DESIGNATE COACHES

STEP 7: Once the employee information is displayed you will need to choose the coach designation type – Academics, Robotics or Athletics. Then click the '**Continue**' button.

Employee ID 69394

Navigation

- Delete
- View Report
- Athletic Review
- VPA Review
- Junior ROTC Review

Dallas Independent School District

DISD Coach Designation Forms

School Year 2025-2026

Employee and Supervisor Details

Employee Name	ESCOBEDO, ERIKA BRECEDA	Supervisor Name	VERDUZCO, ANTONIO LUCIANO
Employee ID	69394	Supervisor Phone	(972) 502-3202
Assignment #	69394	Supervisor Email	AVerduzco@dallasisd.org
Email Address	ERESCOBEDO@dallasisd.org		
Location	832-STUD ACTIVITIES		
Organization Name	STUDENT ACTIVITIES		
Date Of Birth			
Employment Category	EMPLOYEE		

Coach Designation

Academic Coach	Robotics	Athletics
☒ Designating New Academic Coach	☐ Designating New Robotics Coach	☐ Designating New Athletics Coach
☐ Replace/Update Academic Coach	☐ Replace/Update Robotics Coach	☐ Replace/Update Athletics Coach
		☐ Promotion
		☐ Demotion

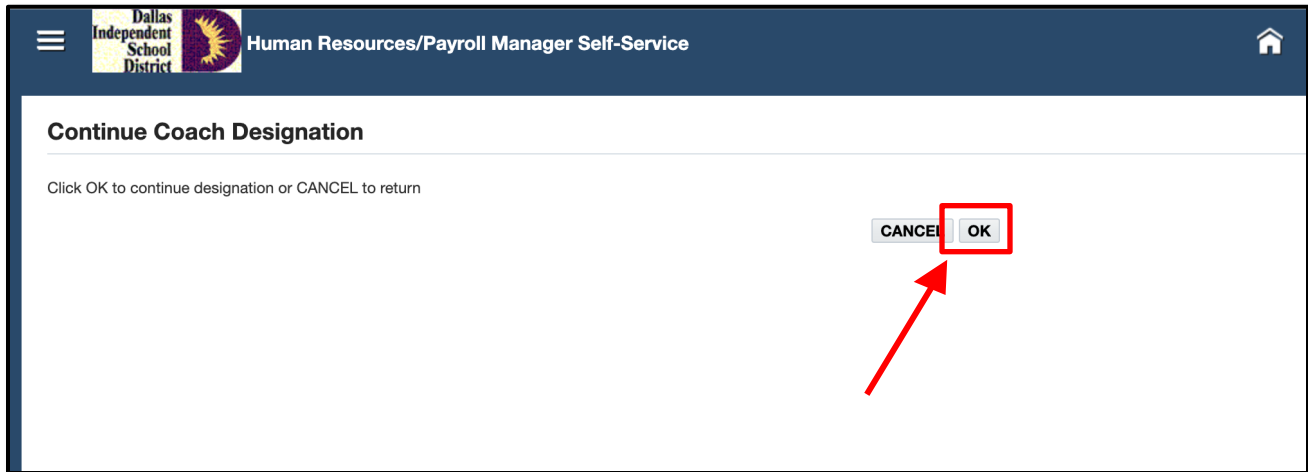
☒ **TIP** Click on Continue to Designate New/Replace Academic Coach

☒ **TIP** Only your direct reports are searchable

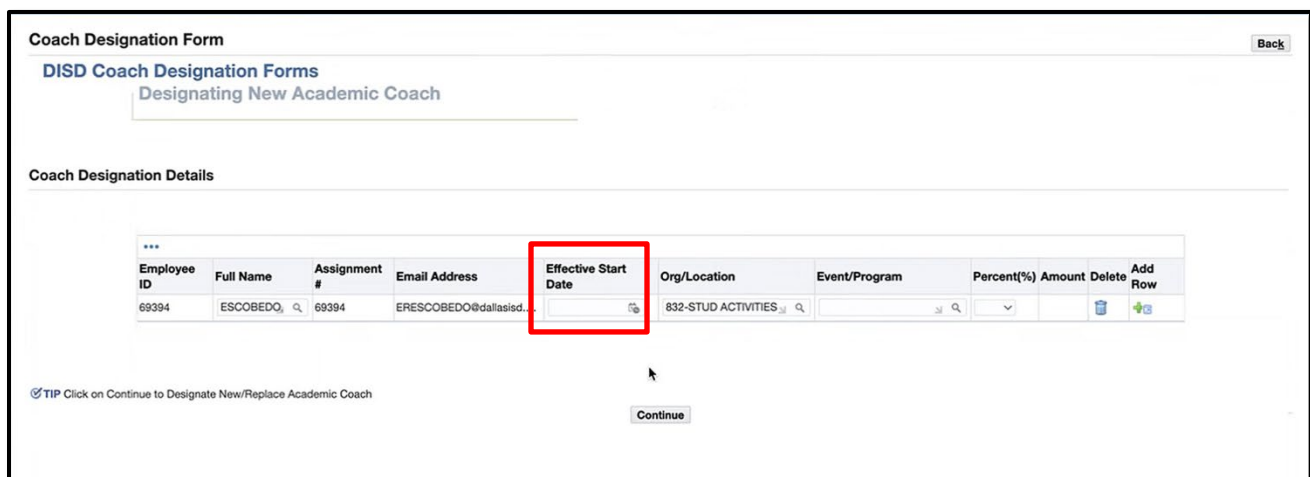
► **Academic Coach**

COACH DESIGNATION IN ORACLE HOW TO DESIGNATE COACHES

Step 8: After clicking Continue you will see the screen below. Make sure to click '**OK**' to continue onto the designation process.



STEP 9: An overview of the employee designation will populate. Make sure to select the effective start date



Employee ID	Full Name	Assignment #	Email Address	Effective Start Date	Org/Location	Event/Program	Percent(%)	Amount	Delete	Add Row
69394	ESCOBEDO, Q	69394	ERESCOBEDO@dallasisd...		832-STUD ACTIVITIES					

COACH DESIGNATION IN ORACLE HOW TO DESIGNATE COACHES

STEP 10: Make sure to select the program name by clicking on the search button.

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(%)	Amount	Delete	Add Row
69394	ESCOBEDO, Q	69394	ERESCOBEDO@dallasisd...		832-STUD ACTIVITIES					

TIP Click on Continue to Designate New/Replace Academic Coach

Continue

By clicking on the search button, the box below will come up. Make sure to input the name of the program you are designating for. Example: Chess, then click '**Go**'. If you are unsure of the program name or are unable to find it, input [%] in the search bar, click '**Go**' and all stipends/programs available will come up.

Search and Select: Event/Program

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 chess Go

Results

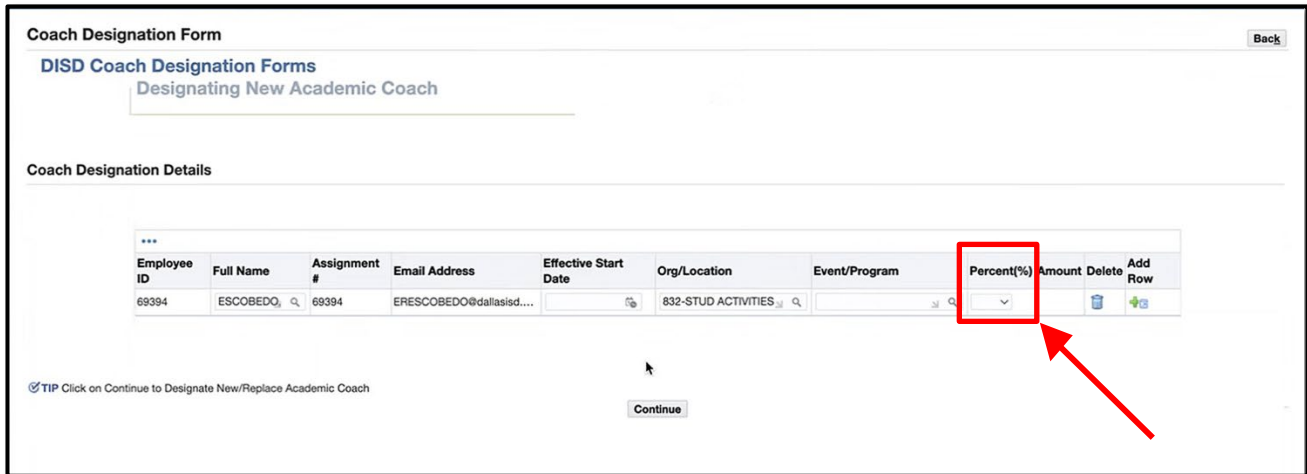
Select	Quick Select	Event/Program	Element Name	School Level	Stipend Percentage	Amount
☐		CHESS (9-12)	CHES CHESS	HS	200	1500
☐		CHESS (K-2)	CHES CHESS	ES	100	1500
☐		CHESS ES (3-6)	CHES CHESS	MS, ES	200	1500
☐		CHESS MS (6-8)	CHES CHESS	HS, MS	200	1500

Cancel Select

*You will then select the correct program you are designating the employee for.

COACH DESIGNATION IN ORACLE HOW TO DESIGNATE COACHES

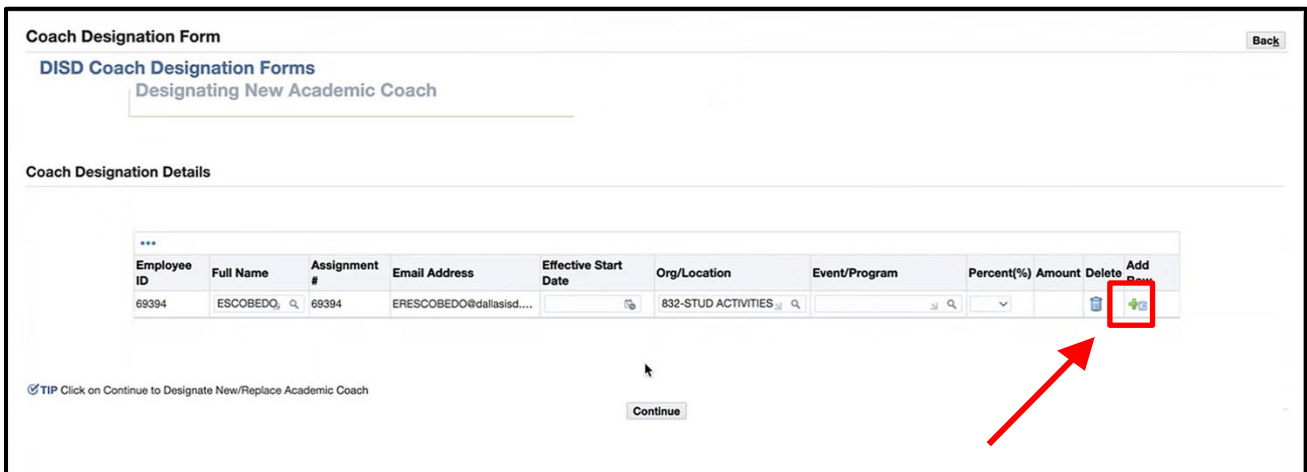
Step 11: You will then select the percentage for the employee designation.



The screenshot shows the 'Coach Designation Form' with the title 'DISD Coach Designation Forms' and the subtitle 'Designating New Academic Coach'. Below this is the 'Coach Designation Details' section. It contains a table with the following columns: Employee ID, Full Name, Assignment #, Email Address, Effective Start Date, Org/Location, Event/Program, Percent(%), Amount, Delete, and Add Row. The first row of data shows Employee ID 69394, Full Name ESCOBEDO, Assignment # 69394, Email Address ERESCOBEDO@dallasisd..., Effective Start Date (empty), Org/Location 832-STUD ACTIVITIES, Event/Program (empty), Percent(%) (dropdown menu), Amount (empty), Delete (trash icon), and Add Row (plus icon). The 'Percent(%)' dropdown menu is highlighted with a red box, and a red arrow points to it. Below the table is a 'Continue' button. At the bottom left, there is a tip: 'TIP Click on Continue to Designate New/Replace Academic Coach'.

*Percentage is solely for designation purposes only. You will need to reference back to see the number of stipends available per program. If an employee is splitting a stipend with another employee, then you will need to divide the percentage accordingly to equal 100% between both.

Step 12: [OPTIONAL] If you plan to designate the same employee for multiple programs you can do so by selecting the 'Green Plus Sign' located all the way to the right side. You will follow steps 8-10 once for every additional program you will be designating them for.



The screenshot shows the same 'Coach Designation Form' as in Step 11. The table has the same data. The 'Add Row' column, which contains a green plus sign icon, is highlighted with a red box, and a red arrow points to it. The 'Continue' button is visible at the bottom. The tip at the bottom left is the same: 'TIP Click on Continue to Designate New/Replace Academic Coach'.

COACH DESIGNATION IN ORACLE HOW TO DESIGNATE COACHES

Step 13: Once you have completed designation(s) for employee you will click on the '**Continue**' button.

Coach Designation Form Back

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(%)	Amount	Delete	Add Row
69394	ESCOBEDO, Q	69394	ERESCOBEDO@dallasisd...		832-STUD ACTIVITIES					

TIP Click on Continue to Designate New/Replace Academic Coach

Continue ←

Step 14: A review of the designation(s) selected will appear for you to see. If everything looks correct, you will click the '**Submit**' button.

Human Resources/Payroll Manager Self-Service

Stipend Supplemental Pay
DISD Coach Designation Forms
Review Screen

Coach Designation Details

EmployeeName	Employee ID	EmailAddress	Event/Program	StipendPercentage
MARTINEZ, CHRISTINA	65908	CHRISTMARTINEZ@dallasisd.org	CHESS (K-2)	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
65908	MARTINEZ, CHRISTINA
43365	VERDUZCO, ANTONIO LUCIANO

Submit ←

COACH DESIGNATION IN ORACLE HOW TO DESIGNATE COACHES

Step 15: To complete designation of employee, you will need to click 'OK'.

