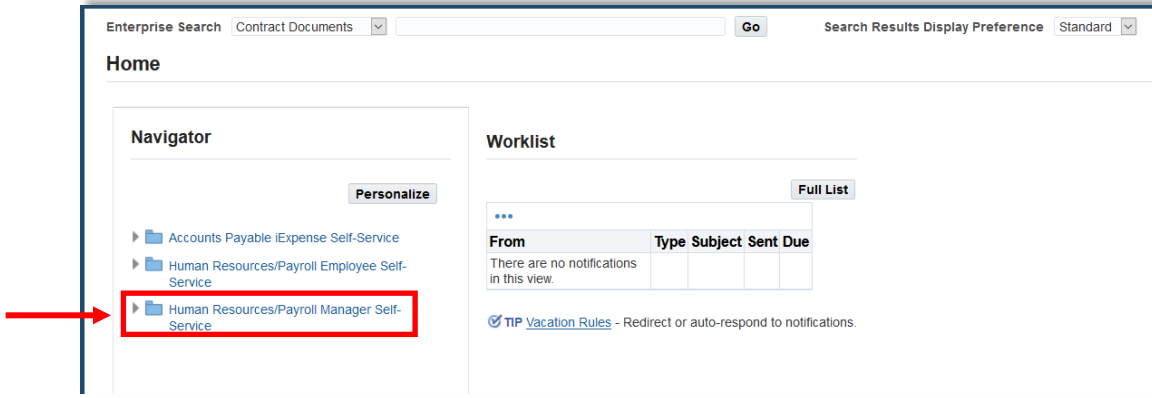


COACH DESIGNATION IN ORACLE

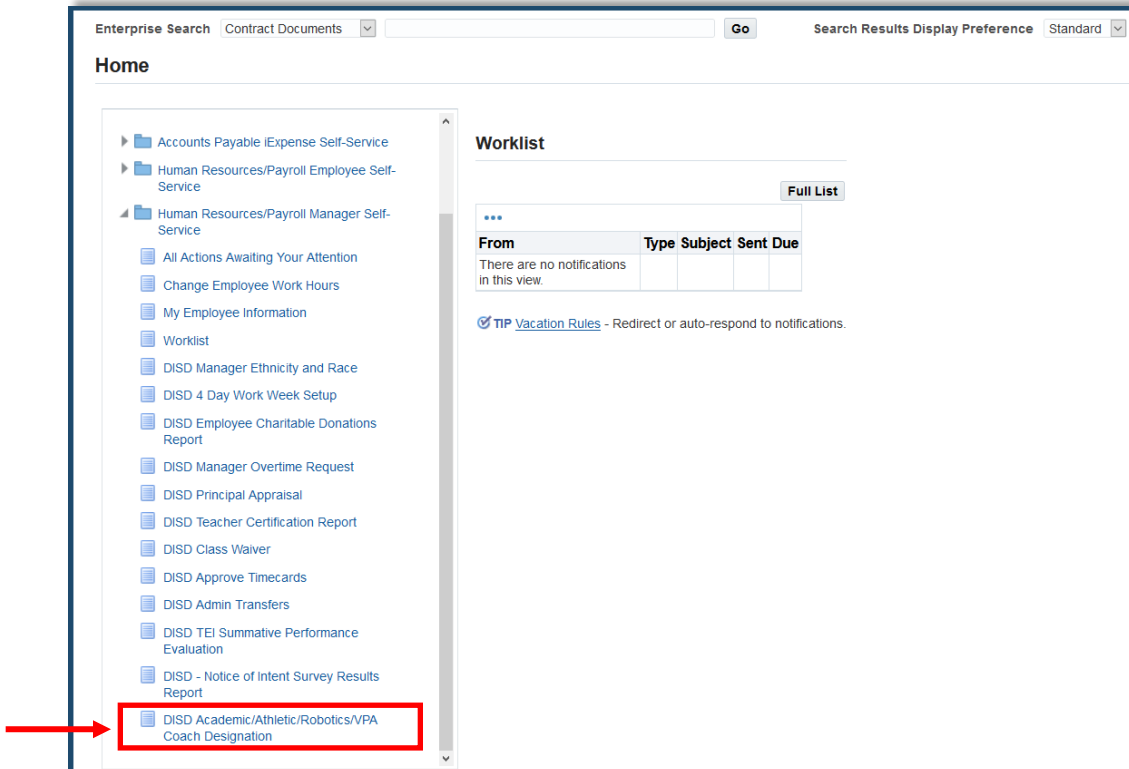
HOW TO DESIGNATE COACHES

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 Coach Designation' or 'DISD Academic & Athletic Coach Designation'.

Note: 'DISD Academic & Athletic Coach Designation' is only available to 'Human Resources Designation Coordinator' responsibility.



COACH DESIGNATION IN ORACLE

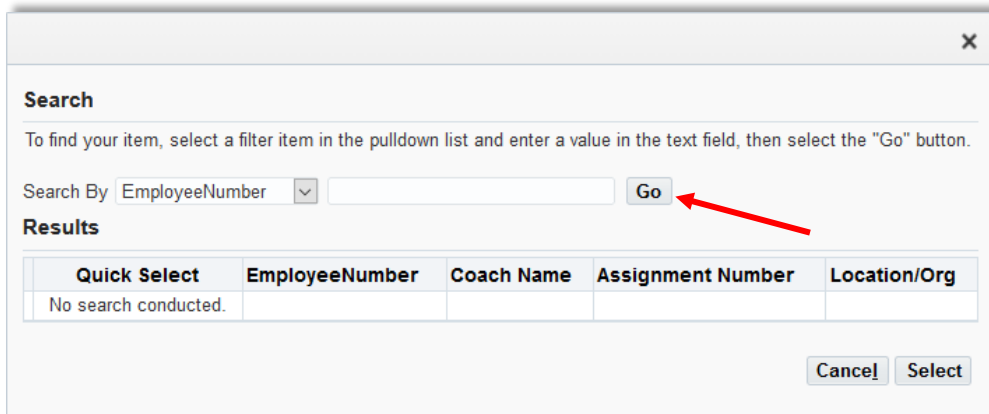
HOW TO DESIGNATE COACHES

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



The screenshot shows the Oracle interface for Dallas Independent School District. The main heading is "Dallas Independent School District" followed by "DISD Coach Designation Forms" and "School Year 2020-2021". On the left, there is a sidebar with "Employee ID" and a search field. A red arrow points to the search icon (magnifying glass) next to the search field. Below the search field are "Go" and "Clear" buttons. In the "Navigation" section, there are links for "Delete", "View Report", "Athletic Review", and "VPA Review". A tip at the bottom states: "TIP Only your direct reports are searchable".

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



The screenshot shows the Oracle search dialog box. The title is "Search" and it includes instructions: "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." Below this, there is a "Search By" dropdown menu set to "EmployeeNumber", a text input field, and a "Go" button. A red arrow points to the "Go" button. Below the search field is a "Results" section with a table. The table has columns: "Quick Select", "EmployeeNumber", "Coach Name", "Assignment Number", and "Location/Org". The first row of the table contains the text "No search conducted." At the bottom right of the dialog box are "Cancel" and "Select" buttons.

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

COACH DESIGNATION IN ORACLE

HOW TO DESIGNATE COACHES

STEPS 5: Click '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

Results

Rows 1 to 30

	Quick Select	EmployeeNumber	Coach Name ▲	Assignment Number ▲	Location/Org
<input type="radio"/>		98748	BENJAMIN, BARRY AKHIGBE	98748	387-N LAKE EC HS
<input type="radio"/>		73815	AARON, KRISTIN D	73815	048-GASTON MS
<input type="radio"/>		97644	AARON, MARSHALL	97644	737-HUMAN CAP
<input type="radio"/>		95723	ABANISHE, OLABANJI	95723	018-SUNSET HS
<input type="radio"/>		100310	ABARCA FLORES, CLAUDIA	100310	206-SANGER PREP
<input type="radio"/>		73887	ABARCA, JAVIERA PAZ	73887	166-KIEST ES
<input type="radio"/>		85303	ABARCA-QUIROZ, TANIA	85303	182-MARCUS ES
<input type="radio"/>		85303	ABARCA-QUIROZ, TANIA	85303-2	135-DEGOLYER ES
<input type="radio"/>		88819	ABBAS, IRRUM	88819	203-ROGERS ES
<input type="radio"/>		87947	ABBEY, NENEH NAAKAI	87947	007T-JEFFERSON HS

COACH DESIGNATION IN ORACLE

HOW TO DESIGNATE COACHES

STEP 6: Click the **'Go'** button.

Note: ID will auto populate

Employee ID: 73815

Go Clear

Dallas Independent School District

DISD Coach Designation Forms

School Year 2020-2021

TIP Only your direct reports are searchable

Navigation:

- Delete
- View Report
- Athletic Review
- VPA Review

STEPS 7: Choose a coach designation type – Academics, Robotics or Athletics. Then click the **'Continue'** button.

Employee ID: 73815

Go Clear

Dallas Independent School District

DISD Coach Designation Forms

School Year 2020-2021

Exit Continue

Employee and Supervisor Details

Employee Name: AARON, KRISTIN D
Employee ID: 73815
Assignment #: 73815
Email Address: KAARON@dallasisd.org
Location: 048-GASTON MS
Organization Name: GASTON MIDDLE SCHOOL
Date Of Birth: 25-Sep-1991
Employment Category: RETIRED

Supervisor Name: WHITMORE, JANEEN MARIE
Supervisor Phone: (972) 502-5402
Supervisor Email: JWHITMORE@dallasisd.org

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 type="radio"/> Replace/Update Athletics Coach
		<input 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

VPA Coach

COACH DESIGNATION IN ORACLE

HOW TO DESIGNATE COACHES

Step 8: (OPTIONAL) Summary of Selected Coaches – Choose designation type then click the *'Coach Designations'* button.

Note: This allows one to review designation selections before designating additional events.

Coach Designation

Designating New Academic Coach
 Replace/Update Academic Coach

Designating New Robotics Coach
 Replace/Update Robotics Coach

Designating New Athletics 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
 Click to view **Academic Coach Designations**

Employee Name	Employee ID	Email Address	School Year	Event/Program	Effective Start Date	Effective End Date	Approval Status	Approved Date	Stipend Percentage	Coach Sign Date
AARON, KRISTIN D	73815	KAARON@dallasisd.org	2020-2021	CHESS	06-Apr-2021	31-Dec-4712			20	
AARON, KRISTIN D	73815	KAARON@dallasisd.org	2020-2021	ESPORTS	06-Apr-2021	31-Dec-4712			20	

STEPS 9-12 Overview of Designation Screen

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
73815	AARON, KRISTIN	73815	KAARON@dallasisd...		048-GASTON MS					

TIP Click on Continue to Designate New/Replace Academic Coach

COACH DESIGNATION IN ORACLE

HOW TO DESIGNATE COACHES

STEP 9: Select an 'Effective Start Date'.

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
73815	AARON, KRIST	73815	KAARON@dallasisd...	06-Apr-2021	048-GASTON MS					

TIP Click on Continue to Designate New/Replace Academic Coach

Continue

STEP 10: Click on the 'Search' icon next to 'Event/Program' field.

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
73815	AARON, KRIST	73815	KAARON@dallasisd...	06-Apr-2021	048-GASTON MS					

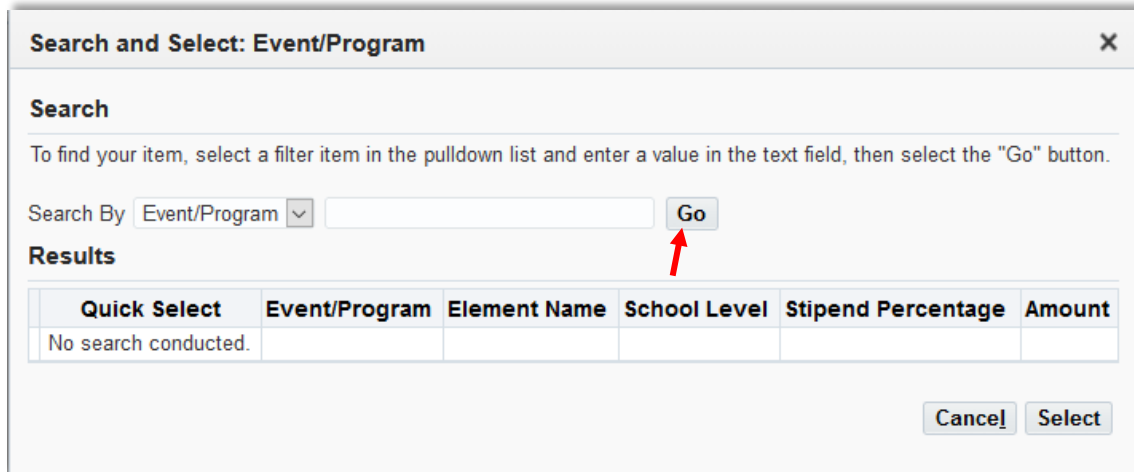
TIP Click on Continue to Designate New/Replace Academic Coach

Continue

COACH DESIGNATION IN ORACLE

HOW TO DESIGNATE COACHES

Step 11: Click on the **'Go'** button.



Search and Select: Event/Program [X]

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.

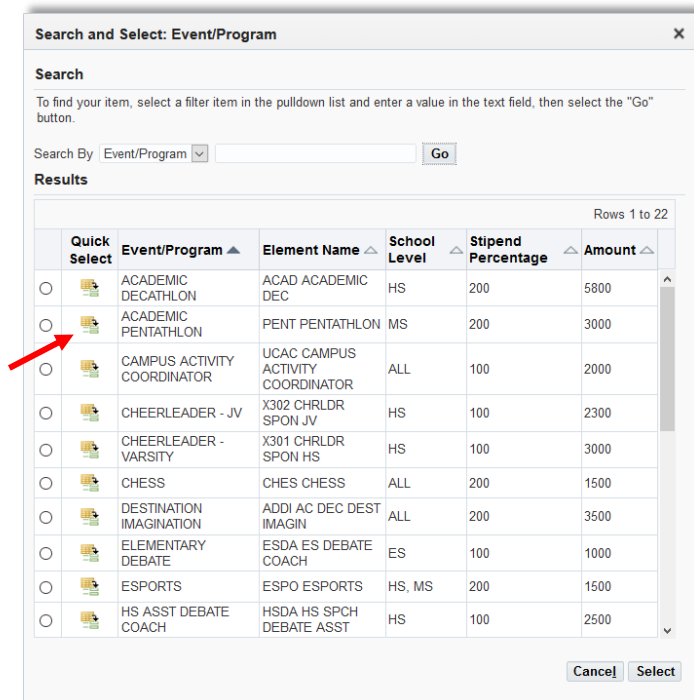
Search By **Go**

Results

Quick Select	Event/Program	Element Name	School Level	Stipend Percentage	Amount
No search conducted.					

[Cancel] [Select]

STEP 12: Select an event.



Search and Select: Event/Program [X]

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 **Go**

Results

Rows 1 to 22

Quick Select	Event/Program ▲	Element Name ▲	School Level ▲	Stipend Percentage ▲	Amount ▲
<input type="radio"/>	ACADEMIC DECATHLON	ACAD ACADEMIC DEC	HS	200	5800
<input checked="" type="radio"/>	ACADEMIC PENTATHLON	PENT PENTATHLON	MS	200	3000
<input type="radio"/>	CAMPUS ACTIVITY COORDINATOR	UCAC CAMPUS ACTIVITY COORDINATOR	ALL	100	2000
<input type="radio"/>	CHEERLEADER - JV	X302 CHRLDR SPON JV	HS	100	2300
<input type="radio"/>	CHEERLEADER - VARSITY	X301 CHRLDR SPON HS	HS	100	3000
<input type="radio"/>	CHESS	CHES CHESS	ALL	200	1500
<input type="radio"/>	DESTINATION IMAGINATION	ADDI AC DEC DEST IMAGIN	ALL	200	3500
<input type="radio"/>	ELEMENTARY DEBATE	ESDA ES DEBATE COACH	ES	100	1000
<input type="radio"/>	ESPORTS	ESPO ESPORTS	HS, MS	200	1500
<input type="radio"/>	HS ASST DEBATE COACH	HSDA HS SPCH DEBATE ASST	HS	100	2500

[Cancel] [Select]

COACH DESIGNATION IN ORACLE

HOW TO DESIGNATE COACHES

STEP 13A: Select Percentage

Note: The listed percentage is the maximum for the position 100% = full stipend; 50% = half the amount. Stipends may be split among coaches in academics and robotics

Coach Designation Details

Employee ID	Full Name	Assignment #	Email Address	Effective Start Date	Org/Location	Event/Program	Percent(%)	Amount	Delete	Add Row
73815	AARON, KRIST	73815	KAARON@dallasi...	06-Apr-2021	048-GASTON MS	HS SPIRIT	100	2000		

TIP Click on Continue to Designate New/Replace Academic Coach

STEP 13B: To add multiple designations for the selected coach, Click on the '+' icon under 'Add Row'. Once selections have been made, click the 'Continue' 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
73815	AARON, K	73815	KAARON@dallasi...	06-Apr-202	048-GASTON MS	HS SPIRIT	100	2000		
73815	AARON, K	73815	KAARON@dallasi...	06-Apr-202	048-GASTON MS	SOCIAL IMPACT CHALLENGE	20	1000		

TIP Click on Continue to Designate New/Replace Academic Coach

COACH DESIGNATION IN ORACLE

HOW TO DESIGNATE COACHES

STEP 14: Review designation information then click the 'Submit' button.

Coach Designation Details


EmployeeName	Employee ID	EmailAddress	Event/Program	StipendPercentage
AARON, KRISTIN D	73815	KAARON@dallasisd.org	HS SPIRIT	100
AARON, KRISTIN D	73815	KAARON@dallasisd.org	SOCIAL IMPACT CHALLENGE	20

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	HUDSPETH, SHARLA L

Submit



STEP 15: Click the 'OK' button.

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

Information

Academic Coach Designation has been initiated successfully. Click OK to Continue

OK

