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.

STEP 4: Enter an ‘Employee Number’ then click the ‘Go’ button.
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.
COACH DESIGNATION IN ORACLE
HOW TO DESIGNATE COACHES

STEP 6: Click the ‘Go’ button.

Note: ID will auto populate

STEP 7: Choose a coach designation type – Academics, Robotics or Athletics. Then click the ‘Continue’ button.
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.

STEPS 9-12 Overview of Designation Screen
STEP 9: Select an ‘Effective Start Date’.

STEP 10: Click on the ‘Search’ icon next to ‘Event/Program’ field.
Step 11: Click on the ‘Go’ button.

Step 12: Select an event.
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.

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 IN ORACLE
HOW TO DESIGNATE COACHES

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

STEP 15: Click the ‘OK’ button.