COACH DESIGNATION IN ORACLE
HOW TO DESIGNATE COACHES

STEP 1: Log into Oracle – Click on Manager Self-Service New

STEP 2: Click on Academic & Athletic Coach Designation
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STEP 3: Click on the search icon next to Enter Employee ID

STEP 4: Click Go
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STEPS 5: Select employee – Click Quick Select

Note: ID will auto populate
STEPS 7 & 8: Choose a coach designation type – Academics, Robotics, Athletics

Click Continue

Summary of Selected Coaches

Note: Option to review previous selections before designating additional coaches
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STEPS 9-12 Overview

STEP 9: Select Effective Start Date
Note: Use September 1
If your selection is made after September 1, use the day of or next day
Effective date will be modified by the approver when back dating is required
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STEP 10: Click on the search icon next to Event/Program
Select Competition – Robotics Program – Sport
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STEP 10: Academics

STEP 10: Robotics
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STEP 10: Athletics

STEP 11A: 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
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STEP 11B: Add multiple coaches within same designation type
Click on the + icon under Add Row

Note: Option only applies to Academics and Robotics

STEP 12: Click Submit
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STEP 13: Click Ok