COACH DESIGNATION IN ORACLE
HOW TO REPLACE, PROMOTE AND DEMOTE 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

STEP 6: Click Go
Note: ID will auto populate
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STEPS 7 & 8: REPLACE/UPDATE A COACH
Choose a coach designation type – Academics, Robotics, Athletics
Click Continue
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STEP 9: Select Effective End Date

STEP 10: Click + icon under Add Row

STEP 11: Click search icon to select replacement coach

STEP 12: Select Effective Start Date

STEP 13: Click Continue

STEP 14: Click Submit
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STEPS 7 & 8: COACH PROMOTION AND DEMOTION

Select Promotion or Demotion
Click Continue

Note: Only applicable to Athletics

Promotion – use to promote an assistant coach to a head coach or a B team coach to an A team coach

Demotion – use to demote a head coach to an assistant coach or an A team coach to a B team coach

![Screenshot of Coach Designation Form]

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DALLAS INDEPENDENT SCHOOL DISTRICT
**COACH DESIGNATION IN ORACLE**
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**STEPS 9-14 Overview**

**STEP 9:** Select Effective End Date

**STEP 10:** Click + icon under Add Row

**STEP 11:** Select coach & select Effective Start Date

**STEP 12:** Select Event/Program

**STEP 13:** Select Percentage

**STEP 14:** Click Continue
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STEP 15: Click Submit