New Coach Registration

**Registration is a two step process.

The FIRST step is to self-register.

The SECOND step is to have your AD/Coordinator approve you and get a temporary password. Make sure to check your spam/junk mail for the email. You can add uilstaff@uiltexas.net to make sure you receive the emails.**

If you are a brand new coach or have never registered in UIL Online you can follow these instructions:

➢ Go to www.uil-texas.net

➢ On the left, select "Self-Register"

➢ Type your ISD Name, select your ISD

➢ Input all requested information and select COACH as your requested level.

➢ From the drop-down menu, select your school name

It is important that your select COACH and the correct school name. DO NOT CHOOSE NON-CAMPUS ISD

➢ Review the information for errors and click "confirm and continue." To make corrections click "return to correct"

➢ You are now pending approval from your AD, once approved you will receive a second email with a temporary password. You must use this password to log in for the first time

Coaches' Rules Compliance Program

www.uil-texas.net

2015-2016

University Interscholastic League

PO Box 8028, Austin, TX 78722

Email: athletics@uiltexas.org

"I didn't change schools, but I have a new email address"

You can update your email address or any contact information at any time. Changing your email address will change your log in name.

➤ Log in with your email address and password

➤ Select "Personal Info" above the grey toolbar

➤ Update the information you would like to change.

"I Forgot My Password"

➤ Click "Forgot Password" at the top of the screen

➤ Answer the security question

➤ Check email for new temporary password.

➤ If it's not there, be sure to check your junk/spam/quarantine folder to make sure it didn't go there

➤ If you still have not received it, contact your AD/Coordinator to reset your password and send you a temporary one.

"I am an AD/Coordinator"

To approve or deny new coaches or transfers:

➤ Log in with your email address and password

➤ Click on "self registration approvals" on the left side

➤ For those pending approval, click on the blue "approve or deny" button

➤ Click "yes" on line 3

➤ Change line 4 to "approved"

➤ Submit request

"I changed schools but I'm in the same district"

Your district athletic administrator can change the school you are assigned to from their account.

To handle bounced email notifications:

➤ Log in with your email address and password

➤ Click on "bounced emails" in the grey toolbar

➤ Resolve the issue regarding the bounced emails

➤ Once the issue has been resolved, delete the bounced email notification

"I registered last year but transferred districts"

If you registered last year, but now work for a different ISD, you can transfer your RCP records from your previous district to the current one.

(ONLY FOR ISD CHANGES)

➤ Update your profile with your current (new ISD) email address by following the instructions above.

➤ Once you update your email address, THEN you can transfer your records and change your ISD.

➤ As soon as you change your email address, it WILL CHANGE YOUR LOGIN NAME.

➤ Log in with your new email address

➤ Click on 'Transfer ISD' in the grey toolbar

➤ Select ISD

➤ Select School

➤ Submit request. You must be approved by the new district before your record transfer is finalized.

QUICK FACTS

➤ RCP is located in the UIL Online management system:

   www.uil-texas.net

➤ Your username is your email address that you signed up with

➤ BOTH the username and the password are case sensitive

➤ Add uilstaff@uiltexas.net to your approved contacts to ensure you receive our emails

➤ The activities you select under "Training Profile" are the training modules you will take

➤ Only select the activities you coach in your "Training Profile" page

➤ Click on "My Training" to access the courses once they become available

➤ Do not use Internet Explorer

To reset a user's password:

➤ Log in with your email address and password

➤ Click on "district admin" in the grey toolbar

➤ Click on "reset password"

➤ Search by last name for the user

➤ Select "password reset"

➤ This will automatically send a new temporary password to the user's email.

To change a user's school (same ISD):

➤ Log in with your email address and password

➤ Click on "district admin" in the grey toolbar

➤ Click on "change school designation"

➤ Search by last name for the user

➤ Click on "change school assignment" for the user

➤ Select new school under the updated value column

➤ Submit request