UIL Online Rule Compliance Program FAQs for Athletic Directors

**Q: How do I approve my coaches?**

To approve coaches:

* log into your account,
* click on self registration approvals on the left side
* for those pending request, click the blue “APPROVE OR DENY” button
  + change the dropdown to ‘approved’ on line 3.
* click submit request

**Q: How do I change a school campus for a coach?**

* Click on District Admin in the gray toolbar
* Select ‘change school designation’
* Search by last name of the coach you would like to update
* Select ‘change school designation’ blue button next to their name
* Select the appropriate campus from the drop down menu and submit request

**Q: How do I reset a password?**

* Click on District Admin in the gray toolbar
* Select ‘reset passwords’
* Search by last name of the coach you would like to reset
* Select “password reset” button next to their name
* This is a ONE button action. Once you select it, an email will be sent to that user

**Q: How do I view the training results?**

* Click on ‘District Training Results’ in the top gray toolbar.
* Click on the current school year and ‘select’
* You can search by last name or by ‘group’ such as “incomplete” or “complete”

To fix errors, please email [athletics@uiltexas.org](mailto:athletics@uiltexas.org) with your name, campus and ISD and what information needs to be fixed in your account.