

## 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.