

ONBOARDING PROCESSING PROCEDURES FOR NON-FACULTY COACHES-AKTIVATE 04/26/2023

Non-Faculty Coaches/Volunteers should not begin coaching/instructing until approved by Human Resources. Confirmation of approval will be APPROVED IN AKTIVATE.

All Non-Faculty Coaches/Volunteers must register in AKTIVATE.

RETURNING NON-FACULTY COACHES

1. COMPLETE AKTIVATE REGISTRATION.
2. COMPLETE CPSB APPLICATION FOR COACHING POSITION & NON-FACULTY COACHES MEETING VERIFICATION FORM.
3. RETURN COMPLETED FORMS TO REBA MITCHELL.
4. PAY FOR FINGERPRINTS (THERE WILL BE A LINK ON AKTIVATE FOR PAYMENT)
5. CALL HR @ 318-603-6455 FOR FINGERPRINTING WHEN COMPLETE/GET FINGERPRINTED.

NEW NON-FACULTY COACHES/AND ALL VOLUNTEERS TO CPSB (AND THOSE TO BE PAID)

1. COMPLETE AKTIVATE REGISTRATION
2. GO TO THE LINK IN AKTIVATE (www.caddoschools.org/page/athletics-page)
3. COMPLETE THE CPSB/TALENT ED APPLICATION. (PAPERWORK WILL BE EMAILED TO YOU FOR COMPLETION).
4. USE THE LINK IN AKTIVATE TO PAY FOR FINGERPRINTING.
5. ONCE PAPERWORK IS COMPLETED (BY YOU) CALL 318-603-6455 TO SET UP YOUR APPOINTMENT TIME. BRING THE COMPLETED PAPERWORK AND OTHER NECESSARY DOCUMENTS (DRIVER'S LICENSE, SOCIAL SECURITY CARD, BANKING, ETC.) TO CLASSIFIED HUMAN RESOURCE DEPARTMENT. YOU WILL BE FINGERPRINTED AT THIS TIME.
6. ELIGIBLE COACHES WILL SHOW APPROVED WHEN ALL STEPS ARE COMPLETED.

ALL RETURNING FACULTY COACHES

ALL RETURNING FACULTY COACHES MUST STILL COMPLETE THE FUNDAMENTALS OF COACHING.

**THE DISTRICT WILL NOT REIMBURSE UNTIL ALL STEPS
HAVE BEEN COMPLETED AND APPROVED.**